Client/Server Fixed Assets Application
User Manual

MEDITECH

About this User Manual

- This document has comprehensive overviews and descriptions of the routines in each feature of this application. It is derived from the online Help.

  We suggest that you use the online Help for information about responding to individual fields, a glossary of terms, and to take advantage of the hypertext links that indicate related topics.

- This document is current as of the date it was created. For the most up-to-date information about this application, consult the online Help.

- MEDITECH supplies this publication in electronic form only. To obtain an updated edition, print the electronic (Microsoft® Word® .DOC) file, using one of the following methods:

  - From within the Help on your MEDITECH system, select the Print menu and select Print User Manual. Then, follow the instructions that appear.

  - Download the manual from the Customers area on MEDITECH.com. From the Customers page, sign onto the Product & Resource Home Pages area and then click the name of the application. On the Product Home Page that appears, click the CS icon next to the word Manual in the left-hand column.

We welcome comments on this manual. Please forward any feedback to **documentation@meditech.com**.

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Introduction

The Fixed Assets Module

MEDITECH's Fixed Assets Accounting Module helps your health care organization control and depreciate fixed assets. Using the standard methods or organization-defined methods of depreciation, the module allows you to process an unlimited number of buildings, lots, and movable assets.

The module allocates depreciation expenses among the organization's departments. The module includes multiple reporting features. Also, you can use the flexible report writer to generate asset and depreciation reports.

When you integrate this module with the entire Health Care Information System (HCIS), the following can occur:

- transmission of depreciation entries to the General Ledger Module
- creation of new asset entries from the Materials Management/Accounts Payable (MM/AP) Interface

The Fixed Assets Module's Features

The following graphic illustrates the three processing phases of an asset in the Fixed Assets Module.
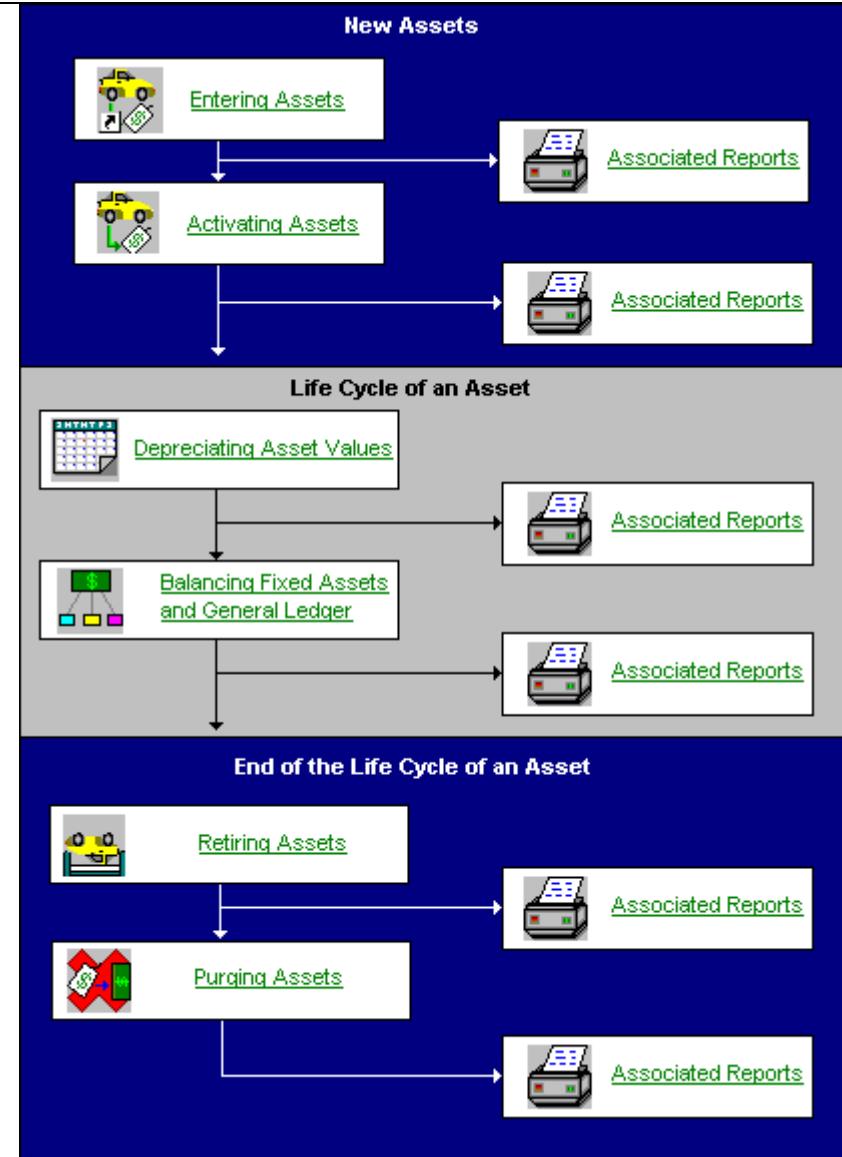
Entering Assets

This feature allows you to add new assets directly into the Fixed Assets Module or via the MM-AP Interface. The following graphic illustrates the steps you take to add new assets.
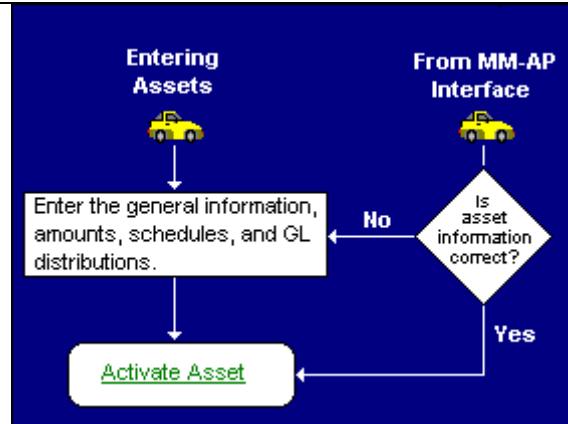
Entering Assets - Associated Reports

After you enter assets, you can use the following reports to ensure the accuracy of the assets' information.

- Current Status Reports
- Current Value Report
- List Asset Reports by
  - number
  - class
  - department
- Schedule Projection Reports

Activating Assets

This feature lets you activate sets of INITIAL assets by changing the asset's status to ACTIVE.

You must activate assets before you can start the depreciation process.

Activating Assets - Associated Reports

Before you activate assets, you can use the following reports to ensure the eligibility of assets for activation.

- Initial Assets Not Eligible for Activation Report
- Current Status Reports
- Current Value Report

Depreciating Asset Values

Depreciating an asset's value requires you to create scheduled transactions. To depreciate an asset, you first

- determine a depreciation method
- create a depreciation schedule

Depreciating Asset Values - Associated Reports

You can use the following reports to track scheduled transaction and asset information.

- Standard Value Reports
- Activity Reports
- Period End Summary Report

Balancing Fixed Assets and General Ledger

During the posting of scheduled transactions, the Fixed Assets Module creates batches containing the following information

- each asset's scheduled transaction amount
- General Ledger (GL) account numbers assigned to each asset in Fixed Assets

The General Ledger Module uses the batches to post the amounts to the specific GL accounts.

Balancing Fixed Assets and General Ledger - Associated Reports

In the Fixed Assets Module, you list the General Ledger batches using the following routines:

- List GL Batches
- List GL Batches by ACCT

After the General Ledger (GL) Module reads the batches, you again list the GL batches using the same routines in the GL Module. You compare both sets of reports to ensure that the Fixed Assets Module and the General Ledger Module are in balance.

Retiring Assets

You retire assets after they are fully depreciated. You can also retire assets before they are fully depreciated. An asset might be retired early because it

- is obsolete
- was sold
- was replaced
- was donated
- was traded in
- was broken beyond repair
- was damaged

Retiring Assets - Associated Reports

Use the following reports to print RETIRED assets

- Current Status Reports
- Current Value Report
- List Asset Reports by
  - numberAsset List (by Number) Routine
  - class
  - department
- Activity Reports

Purging Assets

The purging of assets depends on your health care organization's policy. Your organization might want to retain some assets for statistical reasons and for future reference.

You can purge any assets that

- have no scheduled transactions pending
- have no book value
- have a RETIRED status
- satisfy the minimum number of years for retention in the system (specified in the FA parameters)

Purging Assets - Associated Reports

You use the following reports when you are purging assets.

- Compile Asset Purge List Routine

- Asset Purge Report

These reports list assets that are eligible for purging. Analyzing these reports allows you to control the entire purging process. For example, you can select specific assets that appear on the reports and flag them so they are not purged.

FA Desktops

FA Accountant Desktop

The Accountant Desktop provides the following functions.

- Assets
- Inquiry
- Sch Reports
- Reports
- Compiled Reports
- Custom Reports
- GL Budget
- Select
- System Status
- Preferences

Assets

Use the Select or Preferences screen to select the assets that appear on the Process Assets screen.

Click number, name, status, class, or department in the column header to sort the table by the criteria you want.

Click assets to view additional information in the fields below.

Click check boxes to insert checkmarks and to select assets. Click again to remove checkmarks and to de-select assets.

When you select assets, you can access footer buttons. Use footer buttons to Remove and List assets.

Remove – Use this function to remove assets from the current asset table. When you use this function, you do not purge or delete assets from the system. Use the Select function to add assets back to the table.

List – Use this function to generate a variety of reports for assets that you select.

Inquiry

Select an asset from the Process Assets screen to gain access to the Inquiry function. Use this function and buttons such as General and Amounts to view information.

Sch Reports

Use this function to generate a variety of schedule-related reports.

Reports

Use this function to generate a variety of assets-related reports.

Compiled Reports

Use this function to select and then to view information about compiled reports.

Click report, title, status, or number of records in the column header to sort the table by the criteria you want.

Click the report to view additional information in the fields below.

Click check boxes to insert checkmarks and to select compiled reports. Click again to remove checkmarks and to de-select compiled reports.

When you select compiled reports, you can access footer buttons. Use footer buttons to View, List, Print, or Purge.

View – Use this function to view the configuration of a compiled report.

List – Use this function to view the status of compiled reports.

Print – Use this function to print a compiled report.

Purge – Use this function to purge a compiled report from the system.

Custom Reports

Use this function to generate custom reports. You can attach a custom reports menu via the Preferences Dictionary.

GL Budget

Use this function to run General Ledger reports and to create GL Budget batches.

Select

Use this function to view and process user-defined information. You can use this function for assets, schedules, compiled reports, and purges.

System Status

Use this function to view system status and to access the Period End Status Report and Refresh functions.

Period End Status Report – You can print directly from the System Status screen.

Refresh – Use this function to refresh the System Status screen.

Preferences

Use this function to access user-defined preferences and default values for the user signed into the desktop.

You can access the Additional Reports Menu field and preferences for all users via the Preferences Dictionary.

FA Clerk Desktop

The Clerk Desktop provides the following functions.

- Assets
- Enter Asset
- Edit Asset
- Inquiry
- Activate Assets
- Check Assets
- Schedules
- Sch Reports
- Reports
- Custom Reports
- Select
- System Status
- Preferences

Assets

Use the Select or Preferences screen to select the assets that appear on the Process Assets screen.

Click number, name, status, class, or department in the column header to sort the table by the criteria you want.

Click assets to view additional information in the fields below.

Click check boxes to insert checkmarks and to select assets. Click again to remove checkmarks and to de-select assets.

When you select assets, you can access footer buttons. Use footer buttons to Remove, Check for Activation, Activate, Retire, Delete, and Replicate assets. You can also Initialize from MM, Change Asset Number, and List.

Remove – Use this function to remove assets from the current asset table. When you use this function, you do not purge or delete assets from the system. Use the Select function to add assets back to the table.

Check for Activation - Use this function to determine whether initial assets are eligible for activation. After you file the routine, the system generates the Initial Assets Not Eligible for Activation report. This report lists assets not eligible for activation and reasons.

Activate – Select assets, and then use this function to activate those which are ready.

Retire – Select one active asset and use this function to retire it.

Delete – Use this function to delete an asset from the system.

Replicate – Use this function to create new assets from one that exists. You can copy all the information from an asset, or you can copy specific fields.

Initialize from MM – Use this function to initialize one asset at a time from MM if you have not entered information for the asset.

Change Asset Number – Select an asset, and use this function to assign it a different asset number.

List – Select an asset, and use this function to generate a variety of reports.

Enter Asset

Use this function to create a new asset.

Edit Asset

Use this function to edit information for an asset.

Inquiry

Use this function to view information for an asset.

Activate Assets

Use this function to simultaneously activate multiple assets.

After you file the routine, the system generates the Initial Assets Not Eligible for Activation report. This report lists assets not eligible for activation and reasons.

Check Assets

Use this function to determine whether initial assets are eligible for activation.

After you file the routine, the system generates the Initial Assets Not Eligible for Activation report. This report lists assets not eligible for activation and reasons.

Schedules

Use this function to generate a table of schedules.

Click the column header to sort the table by the criteria you want.

Click schedules to view additional information in the fields below.

When you select schedules, you can access footer buttons. Use footer buttons to Remove, Create, Edit, View, and Post scedules.

Remove - Use this function to remove schedules from the current asset table. When you use this function, you do not purge or delete schedules from the system. Use the Select function to add schedules back to the table.

Create – Use this function to create a new schedule.

Edit – Use this function to edit values for a schedule.

View – Use this function to view a schedule.

Post – Use this function to post schedules.

Print – Use this function to print schedules.

Sch Reports

Use this function to generate a variety of schedule-related reports.

Reports

Use this function to generate a variety asset-related reports.

Custom Reports

Use this function to generate custom reports. You can attach a custom reports menu via the FA Preferences Dictionary.

Select

Use this function to view and process user-defined information. You can use this function for assets, schedules, and compiled reports.

System Status

Use this function to view system status and to access the Check Background Close Period and Refresh functions.

Check Background Close Period – Use this function to view the status on the progress of closing a period.

Refresh – Use this function to refresh the System Status screen.

Preferences

Use this function to access user-defined preferences and default values for the user signed into the desktop.

You can access the Additional Reports Menu field and preferences for all users via the Preferences Dictionary.

FA Department Manager Desktop

The Department Manager Desktop provides the following functions.

- Assets
- Inquiry
- Sch Reports
- Reports
- Compiled Reports
- Custom Reports
- GL Budget
- Select
- System Status
- Preferences

Assets

Use the Select or Preferences screen to select the assets that appear on the Process Assets screen.

Click number, name, status, class, or department in the column header to sort the table by the criteria you want.

Click assets to view additional information in the fields below.

Click check boxes to insert checkmarks and to select assets. Click again to remove checkmarks and to de-select assets.

When you select assets, you can access footer buttons. Use footer buttons to Remove and List assets.

Remove – Use this function to remove assets from the current asset table. When you use this function, you do not purge or delete assets from the system. Use the Select function to add assets back to the table.

List – Use this function to generate a variety of reports for assets that you select.

Inquiry

Use this function to view information for an asset.

Sch Reports

Use this function to generate a variety of schedule-related reports.

Reports

Use this function to generate a variety of assets-related reports.

Compiled Reports

Use this function to select and then to view information about compiled reports.

Click report, title, status, or number of records in the column header to sort the table by the criteria you want.

Click the report to view additional information in the fields below.

Click check boxes to insert checkmarks and to select compiled reports. Click again to remove checkmarks and to de-select compiled reports.

When you select compiled reports, you can access footer buttons. Use footer buttons to View, List, Print, or Purge.

View – Use this function to view the configuration of a compiled report.

List – Use this function to view the status of compiled reports.

Print – Use this function to print a compiled report.

Purge – Use this function to purge a compiled report from the system.

Custom Reports

Use this function to generate custom reports. You can attach a custom reports menu via the Preferences Dictionary.

GL Budget

Use this function to run General Ledger reports and to create GL Budget batches.

Select

Use this function to view and process user-defined information. You can use this function for assets and compiled reports.

System Status

Use this function to view system status and to access the Period End Status Report and Refresh functions.

Period End Status Report – You can print directly from the System Status screen.

Refresh – Use this function to refresh the System Status screen.

Preferences

Use this function to access user-defined preferences and default values for the user signed into the desktop.

You can access the Additional Reports Menu field and preferences for all users via the Preferences Dictionary.

FA Financial Director Desktop

The Financial Director Desktop provides the following functions.

- Assets
- Inquiry
- Sch Reports
- Reports
- Compiled Reports
- Custom Reports
- GL Budget
- Select
- System Status
- Preferences

Assets

Use the Select or Preferences screen to select the assets that appear on the Process Assets screen.

Click number, name, status, class, or department in the column header to sort the table by the criteria you want.

Click assets to view additional information in the fields below.

Click check boxes to insert checkmarks and to select assets. Click again to remove checkmarks and to de-select assets.

When you select assets, you can access footer buttons. Use footer buttons to Remove and List assets.

Remove – Use this function to remove assets from the current asset table. When you use this function, you do not purge or delete assets from the system. Use the Select function to add assets back to the table.

List – Use this function to generate a variety of reports for assets that you select.

Inquiry

Select an asset from the Process Assets screen to gain access to the Inquiry function. Use this function and buttons such as General and Amounts to view information.

Sch Reports

Use this function to generate a variety of schedule-related reports.

Reports

Use this function to generate a variety of assets-related reports.

Compiled Reports

Use this function to select and then to view information about compiled reports.

Click report, title, status, or number of records in the column header to sort the table by the criteria you want.

Click the report to view additional information in the fields below.

Click check boxes to insert checkmarks and to select compiled reports. Click again to remove checkmarks and to de-select compiled reports.

When you select compiled reports, you can access footer buttons. Use footer buttons to View, List, Print, or Purge.

View – Use this function to view the configuration of a compiled report.

List – Use this function to view the status of compiled reports.

Print – Use this function to print a compiled report.

Purge – Use this function to purge a compiled report from the system.

Custom Reports

Use this function to generate custom reports. You can attach a custom reports menu via the Preferences Dictionary.

GL Budget

Use this function to run General Ledger reports and to create GL Budget batches.

Select

Use this function to view and process user-defined information. You can use this function for assets and compiled reports.

System Status

Use this function to view system status and to access the Period End Status Report and Refresh functions.

Period End Status Report – You can print directly from the System Status screen.

Refresh – Use this function to refresh the System Status screen.

Preferences

Use this function to access user-defined preferences and default values for the user signed into the desktop.

You can access the Additional Reports Menu field and preferences for all users via the Preferences Dictionary.

FA Manager Desktop

The Manager Desktop provides the following functions.

- Assets
- Enter Asset
- Edit Asset
- Inquiry
- Activate Assets
- Check Assets
- Schedules
- Sch Reports
- Reports
- Compiled Reports
- Custom Reports
- GL Budget
- Purge
- Select
- System Status
- Preferences

Assets

Use the Select or Preferences screen to select the assets that appear on the Process Assets screen.

Click number, name, status, class, or department in the column header to sort the table by the criteria you want.

Click assets to view additional information in the fields below.

Click check boxes to insert checkmarks and to select assets. Click again to remove checkmarks and to de-select assets.

When you select assets, you can access footer buttons. Use footer buttons to Remove, Check for Activation, Activate, Retire, Delete, and Replicate assets. You can also Initialize from MM, Change Asset Number, and List.

Remove – Use this function to remove assets from the current asset table. When you use this function, you do not purge or delete assets from the system. Use the Select function to add assets back to the table.

Check for Activation - Use this function to determine whether initial assets are eligible for activation. After you file the routine, the system generates the Initial Assets Not Eligible for Activation report. This report lists assets not eligible for activation and reasons.

Activate – Select assets, and then use this function to activate those which are ready.

Retire – Select one active asset and use this function to retire it.

Delete – Use this function to delete an asset from the system.

Replicate – Use this function to create new assets from one that exists. You can copy all the information from an asset, or you can copy specific fields.

Initialize from MM – Use this function to initialize one asset at a time from MM if you have not entered information for the asset.

Change Asset Number – Select an asset, and use this function to assign it a different asset number.

List – Select an asset, and use this function to generate a variety of reports.

Enter Asset

Use this function to create a new asset.

Edit Asset

Use this function to edit information for an asset.

Inquiry

Use this function to view information for an asset.

Activate Assets

Use this function to simultaneously activate multiple assets.

After you file the routine, the system generates the Initial Assets Not Eligible for Activation report. This report lists assets not eligible for activation and reasons.

Check Assets

Use this function to determine whether initial assets are eligible for activation.

After you file the routine, the system generates the Initial Assets Not Eligible for Activation report. This report lists assets not eligible for activation and reasons.

Schedules

Use this function to generate a table of schedules.

Click the column header to sort the table by the criteria you want.

Click schedules to view additional information in the fields below.

When you select schedules, you can access footer buttons. Use footer buttons to Remove, Create, Edit, View, and Post scedules.

Remove - Use this function to remove schedules from the current asset table. When you use this function, you do not purge or delete schedules from the system. Use the Select function to add schedules back to the table.

Create – Use this function to create a new schedule.

Edit – Use this function to edit values for a schedule.

View – Use this function to view a schedule.

Post – Use this function to post schedules.

Print – Use this function to print schedules.

Sch Reports

Use this function to generate a variety of schedule-related reports.

Reports

Use this function to generate a variety asset-related reports.

Custom Reports

Use this function to generate custom reports. You can attach a custom reports menu via the FA Preferences Dictionary.

Select

Use this function to view and process user-defined information. You can use this function for assets, schedules, compiled reports, and purges.

System Status

Use this function to view system status and to access the Check Background Close Period and Refresh functions.

Check Background Close Period – Use this function to view the status on the progress of closing a period.

Refresh – Use this function to refresh the System Status screen.

Preferences

Use this function to access user-defined preferences and default values for the user signed into the desktop.

You can access the Additional Reports Menu field and preferences for all users via the Preferences Dictionary.

FA Supervisor Desktop

The Supervisor Desktop provides the following functions.

- Assets

- Enter Asset

- Edit Asset

- Inquiry

- Activate Assets

- Check Assets

- Schedules

- Sch Reports

- Reports

- Compiled Reports

- Custom Reports

- GL Budget

- Select

- System Status

- Preferences

Assets

Use the Select or Preferences screen to select the assets that appear on the Process Assets screen.

Click number, name, status, class, or department in the column header to sort the table by the criteria you want.

Click assets to view additional information in the fields below.

Click check boxes to insert checkmarks and to select assets. Click again to remove checkmarks and to de-select assets.

When you select assets, you can access footer buttons. Use footer buttons to Remove, Check for Activation, Activate, Retire, Delete, and Replicate assets. You can also Initialize from MM, Change Asset Number, and List.

Remove – Use this function to remove assets from the current asset table. When you use this function, you do not purge or delete assets from the system. Use the Select function to add assets back to the table.

Check for Activation - Use this function to determine whether initial assets are eligible for activation. After you file the routine, the system generates the Initial Assets Not Eligible for Activation report. This report lists assets not eligible for activation and reasons.

Activate – Select assets, and then use this function to activate those which are ready.

Retire – Select one active asset and use this function to retire it.

Delete – Use this function to delete an asset from the system.

Replicate – Use this function to create new assets from one that exists. You can copy all the information from an asset, or you can copy specific fields.

Initialize from MM – Use this function to initialize one asset at a time from MM if you have not entered information for the asset.

Change Asset Number – Select an asset, and use this function to assign it a different asset number.

List – Select an asset, and use this function to generate a variety of reports.

Enter Asset

Use this function to create a new asset.

Edit Asset

Use this function to edit information for an asset.

Inquiry

Use this function to view information for an asset.

Activate Assets

Use this function to simultaneously activate multiple assets.

After you file the routine, the system generates the Initial Assets Not Eligible for Activation report. This report lists assets not eligible for activation and reasons.

Check Assets

Use this function to determine whether initial assets are eligible for activation.

After you file the routine, the system generates the Initial Assets Not Eligible for Activation report. This report lists assets not eligible for activation and reasons.

Schedules

Use this function to generate a table of schedules.

Click the column header to sort the table by the criteria you want.

Click schedules to view additional information in the fields below.

When you select schedules, you can access footer buttons. Use footer buttons to Remove, Create, Edit, View, and Post scedules.

Remove - Use this function to remove schedules from the current asset table. When you use this function, you do not purge or delete schedules from the system. Use the Select function to add schedules back to the table.

Create – Use this function to create a new schedule.

Edit – Use this function to edit values for a schedule.

View – Use this function to view a schedule.

Post – Use this function to post schedules.

Print – Use this function to print schedules.

Sch Reports

Use this function to generate a variety of schedule-related reports.

Reports

Use this function to generate a variety asset-related reports.

Custom Reports

Use this function to generate custom reports. You can attach a custom reports menu via the FA Preferences Dictionary.

Select

Use this function to view and process user-defined information. You can use this function for assets, schedules, and compiled reports.

System Status

Use this function to view system status and to access the Check Background Close Period and Refresh functions.

Check Background Close Period – Use this function to view the status on the progress of closing a period.

Refresh – Use this function to refresh the System Status screen.

Preferences

Use this function to access user-defined preferences and default values for the user signed into the desktop.

You can access the Additional Reports Menu field and preferences for all users via the Preference Dictionary.

Entering Assets

Overview for Entering Assets

Any asset acquired through a capital expenditure is entered in the Fixed Assets Module (FA) for the purpose of calculating, tracking, and reporting on depreciation expenses.

FA contains various types of asset information from many sources. You can also enter new assets or create assets by copying asset information from assets that already exist in the FA Module.

Types of Asset Information

You enter assets into the system by first entering general information for identification and reporting purposes. This information includes

- identification
- location
- acquisition
- vendor
- manufacturer
- General Ledger (GL) accounts
- Asset values (reflects your facility's accounting needs and practices)

Sources of Asset Information

New asset information in the system can come from the following sources

- purchase of new assets
- new assets entered in the Materials Management Module (MM) via the Materials Management/Accounts Payable Interface
- copying information from other assets
- assets from other vendor's systems

Entering New Assets

You enter new assets into the Fixed Assets Module via the Process Asset Routine.

This routine collects/assigns the following asset information:

- number and description

- status

- class, type, and location

- contract and acquisition dates

- vendor and manufacturer

- initial cost for defined values (from FA Value Dictionary)

- any dollar value to be added to the asset during its life

Transferring MM-AP Linkage Information

To eliminate redundant entry of asset information already defined in the Materials Management Module, the Initialize Asset From Invoice (Process Asset) Routine transfers the following information from the MM-AP Interface to an asset in the Fixed Assets Module

- item description (including the Purchase Order's additional description if requested)

- vendor

- purchase order number and line number

- GL department which purchased the asset

- GL account debited for the purchase of the asset

- invoice number

- manufacturer

The system performs this transfer via a link number that you define in the Materials Management (MM) Enter/Edit FA Link Number Routine (in the Accounts Payable Interface Routine). The system uses the asset information associated with the link number to create the fixed asset. You can then edit the new asset accordingly with the Process Asset Routine.

Copying Asset Information

If a new asset or a set of new assets requires information similar to the information for an existing asset, use the Replicate Asset Routine to copy the following from the current asset to the new asset.

- class

- description

- comments associated with the asset

- vendor and manufacturer

- GL department that uses the asset

- GL accounts for purchase and accumulated depreciation

- GL distributions

- schedules

- starting dollar amounts for values (from the FA Value Dictionary)

▤ Note: The status for the new asset is INITIAL.

Entering Asset Information From Other Vendors' Systems

For more information about converting assets from other vendors' systems, contact your MEDITECH Implementation Applications Specialist.

Listing Conversion Information for Assets

The Conversion Tape Log records all discrepancies when converting assets from your existing vendor's system to MEDITECH 's Fixed Asset System.

Please call your MEDITECH Implementation Applications Specialist for details.

Reverse Asset Routine

*** For this routine to function, a prior period adjustment journal must be

   defined in FA's parameter. ***

Use this routine to reverse assets that were initialized and activated in

error. This routine reverses the asset, creating GL transactions to reverse

depreciation already posted to the asset.

Note: It is only possible to reverse depreciation expense which has posted

during the current open fiscal year for an Active asset. Depreciation expenses

debited in a prior month are corrected as a prior period adjustment credit, and

the asset is given a status of REVERSED.

When you enter an asset number, the current status, class and description for
the asset, as well as, the YTD depreciation expense that has been posted for
the asset appears. Enter Y AT the Reverse Asset? prompt TO start the reversal
process. All transactions ARE created in a GL batch specifically for REVERSAL
ADJUSTMENTS. Once an asset is reversed, it IS no longer available for use.
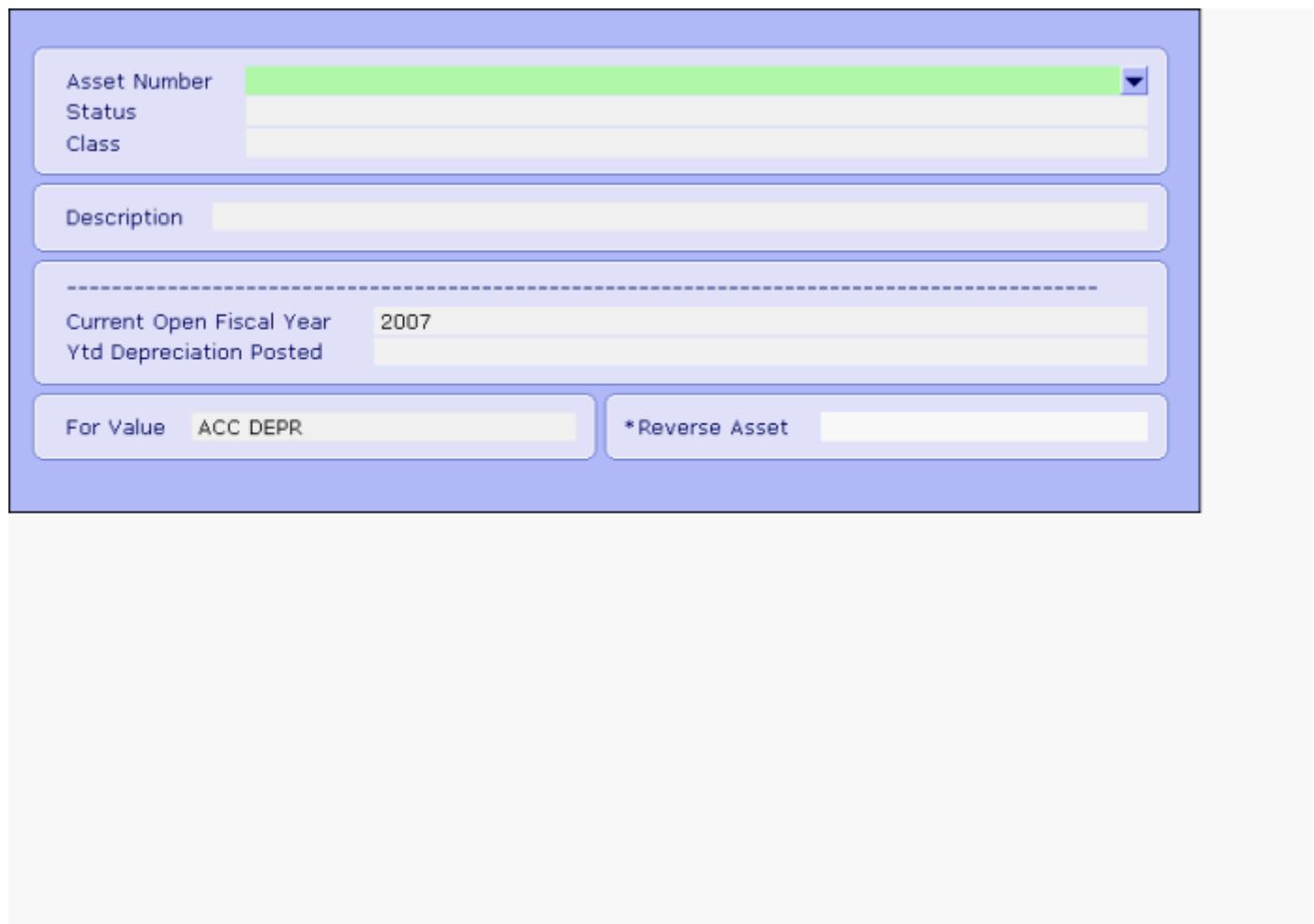
Asset Number	
Status	
Class	

Description	

Current Open Fiscal Year	2007
Ytd Depreciation Posted	

For Value ACC DEPR	*Reverse Asset

Identifying Individual Assets

Overview for Identifying Individual Assets

You enter all assets into the system by first defining general information for identification
and reporting purposes. This information includes

- description

- class

- type

- location

- acquisition and retired dates

- purchase order, vendor, and manufacturer information

- General Ledger (GL) accounts

- department

Defining a Class

To help find and organize assets within the system, you assign classes to assets via the Enter/Edit Asset General Information (Process Asset) Routine. You must associate each asset with a class in the FA Class Dictionary. For example, you can create a class for Major Moveable Equipment. You can generate the following reports by class:

- List Assets

- Current Status Report

- Standard Value (For Period and Current Year)

- Activity Reports (By Class and Period)

- Schedule Projection (For One or Multiple Classes)

Specifying a Type

To increase the accuracy of calculating asset depreciation, you can associate each asset with an assert type via the Enter/Edit Asset General Information (Process Asset) Routine. Selecting an asset type automatically assigns the years of useful life for the asset at the **Total Years In Schedule** prompt of the Enter/Edit Asset Schedules (Process Asset) Routine.

For example, you can create a type for COMPUTERS with a useful life of 6 years. All assets with this type have a schedule limited to 6 years. However, this limit can be overridden.

Entering Locations

To help you locate an asset within your facility, you can identify the following via the Enter/Edit Asset General Information (Process Asset) Routine:

- a building or facility in which the asset appears (at the **Location** prompt, for example, LOT A, NW WING)

- an identifying number for an asset within a location (at the **Property Num** prompt, a user assigned number)

Identifying the Department That Uses the Asset

At the **Department** prompt in the Enter/Edit Asset General Information (Process Asset) Routine, you enter the GL department that uses the asset.

📋 Note: The system uses this department for reference purposes, not for GL distributions.

Entering Acquisition and Retired Dates

For Medicare capital reimbursement purposes, you enter the date on which you acquired the asset at the **Date Acquired** prompt in the Enter/Edit Asset General Information (Process Asset) Routine. Based on the date acquired and the estimated useful life (at the **Retired Date** prompt), you can also enter the date on which you plan to retire the asset.

📋 Note: When using the selection field **Asset Obligated Date** in the Compiled Reports function, the value at the **Contract Date** prompt of the Enter/Edit General Information (Process Asset) appears on the report under Contract Date. If no value appears at this prompt, the date at the **Date Acquired** prompt of the Enter/Edit General Information (Process Asset) screen appears on the report.

Entering PO, Vendor, and Manufacturer Information

For reference purposes only, you define the following for each asset via the Enter/Edit Asset General Information (Process Asset) Routine.

- purchase order (PO) and line number (at the **Purchase Order** and **PO Line** prompts)
- vendor number at the **Vendor** prompt (from the MIS Vendor Dictionary)
- invoice number at the **Invoice** prompt
- manufacturer number at the **Manufacturer** prompt (from the MIS Manufacturer Dictionary) manufacturer serial number at the **Mfr Serial Num** prompt

Defining General Ledger Accounts

Overview for Defining GL Accounts

An asset's general information contains two General Ledger accounts. One records the original purchase amount of the asset. The second is used to credit for accumulated depreciation.

GL Accts for	Where defined	Source of default account
Original purchase	In the FA Class Dictionary, you identify a GL account (at the **GL Asset #** prompt) debited for the original purchase amount of any assets within that class.	Based on the class you define (at the **Class** prompt), appears at the **Asset Acct** prompt of the Enter/Edit Asset General Information (Process Asset) Routine The **Asset Acct** account is for reference purposes only. You can override this default account if necessary.
ACC DEPR	In the Class Dictionary, you identify a GL account (at the **GL Acc Depr #** prompt) to serve as the credit for the assets' accumulated depreciation within that class. This credit is sent to the GL Module at period or year end (as defined in the FA Value Dictionary at the **Frequency** prompt).	In the Enter/Edit Asset General Information (Process Asset) Routine, a default account based on the class you define (at the **Class** prompt) appears at the **Acc Depr Acct** prompt. You can override the GL account in the **Acc Depr Acct** prompt. You can override the GL account in the **Acc Depr Acct** prompt.

Changing a GL Department Number

You can change an asset's GL department number at any time via the Enter/Edit Asset General Information (Process Asset) Routine. To do so, delete the existing number at the **Department** prompt and enter the new GL department number.

Listing GL Information Changes

There are two methods for listing GL information changes.

To list	Use the
GL account overrides	Asset GL Account Exception Report
GL department number changes	Department Changes Report

Processing Assets

Overview of the Process Asset Screen

Use this routine to enter a new asset, edit an existing asset, or list asset information.

📋 Note: To use this routine, your financial access must be defined as CORPORATION or ALL in the MIS User Dictionary at the **Financial Access Data Type** prompt.

Enter a purchasing facility at the **Facility** prompt and then enter an asset at the **Asset** prompt. If the asset is new, you must assign an asset number, and then the system assigns a status.

Routine Functions

Use the Process Asset screen to do the following:

- Enter and edit assets
- Run the Current Status Report
- List comments
- List customer-defined asset data
- Print activity reports by period
- Print activity reports by year
- Run miscellaneous routines

Some of the above routines might not appear on your Process screen. The availability of these routines is defined via the FA Option Set and FA Access dictionaries.

Assigning Asset Numbers (Process Asset Screen)

The FA Module identifies each asset with a unique asset number (assigned via the Process Asset Routine).

To assign an asset number, do one of the following

- Enter **N** at the **Asset Number** prompt to assign the next sequential number.

- Enter a unique number for the asset (using up to ten characters). This number normally matches the asset tag number.

Note: If a value exists at the **Max Asset Number Length** parameter in the FA toolbox, you can enter **N** to assign the next sequential asset number.

Assigning a Status (Process Asset Screen)

The system assigns the status of INITIAL to all new assets.

The status of an asset determines and restricts the functions you can perform on the asset. For example, you cannot schedule transactions for an asset with an INITIAL status. Since you cannot completely define the general information for an INITIAL asset, the INITIAL status prevents you from creating unnecessary scheduled transactions, (which prevents the accumulated depreciation from being calculated).

You can change an asset's status through the following routines:

- Activate Assets Routine

- Process Asset screen
    - Activate Routine
    - Retire Routine
    - Delete Routine

Enter/Edit Asset Routine

Overview of the Enter/Edit Asset Routine

Use the following screens on the Enter/Edit Asset Routine to enter or edit asset information.

- General Information

- Amounts

- GL Distribution

- Schedules

- Comments

- Customer-Defined Screen

Note: The ability to use these screens is defined via the FA Option Set and FA Access dictionaries.

General Information Screen

Enter/Edit Asset Routine (General Information Screen)

Use this routine to enter the following information for an asset:

- number

- status (system-generated)

- description

- department that uses the asset

- class

- type, which defines the useful life of the asset

- contract, acquisition, and retired dates

- retired type and retired type date

- GL accounts for purchase and accumulated depreciation

- property number and physical location

- vendor

- purchase order (PO) and invoice

- PO line

- manufacturer and manufacturer serial number

- whether the asset is under evaluation for possible purchase (only for INITIAL/INIT-PR assets)

Specifying Assets Under Evaluation for Possible Purchase

You can define an asset as under evaluation for purchase (via the **Proposed?** prompt) to change the status of the asset from INITIAL to INIT-PR (INITIAL PROPOSED). This feature allows you to include potential budget items on depreciation projections.

Note: To activate an asset with a status of INIT-PR, enter **N** at the **Proposed?** prompt. The system changes the status of the asset to INITIAL when you run the Activate Asset Routine.

Amounts Screen

Overview of the Enter/Edit Asset Routine (Amounts Screen)

To allow the system to regularly update the values for an asset throughout its life, use this routine to define the initial dollar amount associated with each value. The system uses the initial value of the asset to calculate new derived values.

For example, assume you have the three values of cost, salvage, and cost-salvage in your system. After you enter the first dollar amounts for cost and salvage, the system can calculate the dollar amount for the cost-salvage value.

You must define dollar amounts for any asset values that you assign to the asset (as required in the FA Value Dictionary).

📋 Note: A default value of **0.00** appears for the asset value you define as the GL Value.

Your health care organization can add non-standard values via the FA Value Dictionary. For example, if your organization has a specific value it tracks for assets, you can define this value in the FA Value Dictionary.

		Facility: A		Class: BLDG
Process Asset		Asset: 00023		Department: 01.7010
		Status: INITIAL		

(General) (Amounts) (GL Distribution) (Schedules) (Comments) (CDS)

	Value	At Start of Fiscal Year 2006 (07/01/05)	Added Year To Date	Current
1	COST	75000.00		75000.00
2	ACC DEPR	0.00		0.00
3	BOOK	75000.00		75000.00
4	SALVAGE			
5	COST-SALVAGE	75000.00		75000.00
6				
7				

Cancel   Save

Adjusting Dollar Amounts for Values (Amounts Screen)

The status of the asset determines how the Fixed Asset Module (FA) adjusts dollars for the values of an asset. The prompts on the Amounts screen in the Enter/Edit Asset Routine change depending upon the status of the asset.

When you enter a new asset, enter all value amounts at the **At Start Of Fiscal** prompt.

If an asset remains in an INITIAL status between fiscal periods, you must enter the accumulated depreciation for each new fiscal period at the **Added Y-T-D** prompt until you activate the asset.

You normally adjust ACTIVE asset values (for example, depreciation) via the Create Scheduled Transactions Routine. However, you can enter a dollar amount of the adjustment at the **Amount To Add** prompt to create a direct transaction that depreciates amounts when you create scheduled transactions at the end of the period.

Adjusting Dollar Amounts for INITIAL Assets (Amounts Screen)

You use the Amounts screen in the Enter/Edit Asset Routine to adjust dollar amounts for asset values.

You enter converted and new assets in different ways.

Converting Assets

To convert assets from another vendor's system, enter previously accumulated depreciation (as of the last period of the last fiscal year at the **At Start Of Fiscal** prompt) at the **Added-Y-T-D** prompt. This ensures that the system includes this depreciation and the present value of the asset. Enter new assets in the current fiscal year.

Newly Purchased Assets

To enter new assets into FA, enter all value amounts at the **At Start Of Fiscal** prompt.

Note: If an asset remains in an INITIAL status between fiscal periods, you must enter the accumulated depreciation for each new fiscal period at the **Added Y-T-D** prompt until you activate the asset.

Adjusting Dollar Amounts for ACTIVE Assets (Amounts Screen)

You use the Amounts screen in the Enter/Edit Asset Routine to adjust dollar amounts for asset values.

Although you normally adjust asset values (for example, depreciation) via the Create Scheduled Transactions Routine, you can enter a dollar amount of the adjustment at the **Amount To Add** prompt.

This adjustment creates a direct transaction to the depreciation amounts when you create the scheduled transactions at period end.

If you adjust an asset value, FA creates a direct transaction.

Adjustments to Assets (Amounts Screen)

Making adjustments via the Amounts screen in the Enter/Edit Asset Routine to any of an asset's standard, non-derived values has a specific impact, depending on which of the following standard values you select.

- Accumulated Depreciation
- Cost
- Salvage

Note: The system does not include non-standard values that your health care organization creates.

Adjusting an Asset's Accumulated Depreciation Value (Amounts Screen)

You use the Amounts screen in the Enter/Edit Asset Routine to adjust accumulated depreciation values for an asset.

Adjusting INITIAL Assets

When the system adjusts INITIAL or INIT-PR status assets, the current amount of depreciation is the sum of the amount entered plus the amount entered at the **Added Y-T-D** prompt. If no value appears at the **Added Y-T-D** prompt, then the system uses the date at the **Date Acquired** prompt on the General Information screen in the Enter/Edit Asset Routine to calculate the depreciation amount for the asset.

The system adjusts all other related asset values by the amount you enter at the **Added Y-T-D** prompt.

Adjusting ACTIVE Assets

When you adjust ACTIVE assets, the system adjusts the **New Amount** prompt by the amount you enter at the **Amount To Add** prompt.

The system adjusts all other related asset values by the amount you enter at the **Amount To Add** prompt.

The system posts a direct transaction to General Ledger for the value defined in the FA parameters.

Note: To view and monitor these transactions, you must create the GL Batch List (By Acct) Report.

Adjusting an Asset's Cost Value (Amounts Screen)

You use the Amounts screen in the Enter/Edit Asset Routine to adjust the cost value for an asset.

Adjustments to the cost value for asset are not required for INITIAL or INIT-PR assets.

When you adjust ACTIVE status assets, the system adjusts the **New Amount** prompt by the amount at the **Amount To Add** prompt. The system adjusts all related asset values using the amount at the **Amount To Add** prompt. The system posts a direct transaction to the value of Cost for the asset.

Note: To view these transactions, you must create an Activity Report.

Adjusting an Asset's Salvage Value (Amounts Screen)

You use the Amounts screen in the Enter/Edit Asset Routine to adjust the salvage value for an asset.

Adjustments to the salvage value of an asset are not required for INITIAL or INIT-PR status assets. When you adjust ACTIVE assets, the system adjusts the **New Amount** prompt by the amount at the **Amount To Add** prompt.

The system adjusts all other related asset values using the amount at the **Amount To Add** prompt.

GL Distribution Screen

Overview of the Enter/Edit Asset Routine (GL Distribution Screen)

Use this screen to define the GL accounts or departments to debit whenever dollar amounts for the GL Value change. Also, you can allocate percentages of the total calculated schedule amount and distribute them to different accounts or departments. This feature lets you to allocate schedule amounts for an asset to several departments or accounts.

For example, for the ACC DEPR value, you could distribute 60%, 30%, and 10% of the total calculated schedule amount to three departments or accounts.

Identifying GL Accounts for Value Amount Distribution (GL Distribution Screen)

You define GL distribution information for depreciation amounts for the GL Value defined in the FA parameters.

You must assign each account or department a percentage of the total adjustment debit via the GL Distribution screen in the Enter/Edit Asset Routine at the **Percent** prompt. You can identify an unlimited number of accounts or departments. However, the total percentage for all accounts or departments must equal 100%.

Entering GL Distribution Information

You can enter distribution information for the GL Value only via the GL Distribution screen.

The system debits the specified accounts and departments via the Scheduled Transactions Create Routine whenever the dollar amount for the asset value changes. The GL account you

define at the **Acc Depr Acct** prompt on the General Information screen in the Enter/Edit Asset Routine receives the offsetting credit.

Identifying Departments

To identify departments, you must have an expression entered at the **Account Expression for GL Distribution by Department** parameter. You cannot identify a department if a valid GL account cannot be formed via the expression at the **Account Expression for GL Distribution by Department** parameter. An invalid GL account can occur in any of the following situations.

- No EOC for the asset class exists in the FA Class Dictionary.

- The department and EOC do not form an account that is active on the GL chart of accounts.

- An expression does not exist at the Account Expression for GL Distribution by Department parameter.

Schedules Screen

Overview of the Enter/Edit Asset Routine (Schedules Screen)

Use this routine to determine how to calculate changes to an asset value (for example, depreciation), and when these changes should occur. You define your specifications in a schedule.

For example, you can specify that the system calculates the accumulated depreciation value using the straight-line depreciation method. The system then calculates the accumulated depreciation value in this way for every GL period in the defined life of an asset.

You must define a schedule for each value in the FA Value Dictionary defined as requiring a schedule.

Process Asset

Facility: A
Asset: 00023
Status: INITIAL

Class: BLDG
Department: 01.7010

General | Amounts | GL Distribution | Schedules | Comments | CDS

Value	Frequency
ACC DEPR ▼	GL PERIOD
BOOK	
COST	

Schedule | Amounts | Projection

Schedule Start Date	07/01/03
Fiscal Year	2004
* Total Years in Schedule	7
Define Annual Amount by	METHOD

Current Fiscal Year| In Schedule	2006	3
Start Of Year| Year To Date	0.00	0.00

Cancel | Save

Entering a Schedule for Each Value (Schedules Screen)

To calculate your assets' values on a regular basis (for example, accumulated depreciation every month), you can define a schedule for asset values. Schedules determine how the current amount of the value changes over time. For example, the accumulated depreciation value can increase every month by a specific amount while any associated values (Book value) decrease by the same amount.

You define the following information for each scheduled asset value.

- frequency

- schedule start date

- fiscal year of the schedule start date

- total years in schedule

- process for calculating depreciation

    – method
    – table
    – direct entry

Entering the Frequency of Calculation for a Schedule

Overview for Entering the Frequency for Calculating a Schedule (Schedules Screen)

Each asset value has a schedule frequency defined in the FA Value Dictionary. Schedule frequencies determine how often asset values are calculated. For each value, you define either the GL period (period end) or fiscal year and (Year End).

Determining the Schedule Start Date (Schedules Screen)

At the **Schedule Start Date** prompt on the Schedules screen in the Enter/Edit Asset Routine, enter the date at which the schedule for the asset begins.

If the asset was depreciated, enter the date at which the calculation of depreciation began. The start date of the schedule is usually the same date you entered at the **Date Acquired** prompt on the General Information screen in the Enter/Edit Asset Routine.

Entering a New Asset

If you are entering a new asset, the schedule start date is the date on which the schedule is to start. This is not the date on which you entered the asset into the system or the date of any major change to the schedule.

Entering the Fiscal Year

At the **Fiscal Year** prompt on the Schedules screen, the system displays the fiscal year associated with the start date of the schedule.

Specifying the Total Years in the Schedule (Schedules Screen)

The value at the **Total Years in Schedule** prompt on the Schedules screen in the Enter/Edit Asset Routine is the total number of years in the useful life for an asset.

If you entered an asset type at the **Type** prompt on the General Information screen, the system displays the number of years (defined in the FA Asset Types Dictionary) at the **Total Years In Schedule** prompt.

Otherwise, you enter the number of years you want the system to apply the schedule to the value.

📓 Note: This number of years applies only to the METHOD and DIRECT ENTRY methods for calculating value amounts. The TABLE method overrides any years entered in the **Total Years In Schedule** prompt and uses the years defined in the table.

Defining a Method for Calculating Value Amounts

Overview for Defining a Method for Calculating Value Amounts (Schedules Screen)

You can define amounts to be calculated by a schedule in one of the following ways.

- Method
- Table (via the FA Tables Dictionary)
- Direct Entry

That is, you can calculate the accumulated depreciation value in one of the following ways.

- straight-Line (SL) Depreciation Method
- a table
- directly entering a yearly dollar amount.

Scheduling Amounts Using Standard Methods (Schedules Screen)

To specify a method, enter **METHOD** at the **Define Annual Amount By** prompt on the Schedules screen in the Enter/Edit Asset Routine. Choose **METHOD** if you want to use one of the following standard methods.

- Straight Line
- Double Declining Balance
- 125% Declining Balance
- 150% Declining Balance
- Sum Of The Years' Digits

Selecting the Method (Schedules Screen)

When you select one of the standard methods on the Schedules screen in the Enter/Edit Asset Routine, the following occurs:

1) The default basis appears at the **Basis** prompt

2) The default limit (if one exists) appears at the **Limit** prompt

3) The default proration appears at the **Proration** prompt.

Scheduling Amounts Using Tables (Schedules Screen)

If you cannot properly calculate an asset value using a standard method or a fixed annual amount, use a table. To specify a table, enter **TABLE** (at the **Define Annual Amount By** prompt).

Selecting the Table

When you select one of the tables in the FA Tables Dictionary at the **Table** prompt, the default basis appears at the **Basis** prompt and the number of the column in the table appears at the **Column** prompt.

Scheduling Amounts Directly (Schedules Screen)

To change the value of an asset by a fixed amount for each fiscal year of the schedule, you can enter a schedule amount directly. To specify a direct method, enter **DIRECT** at the **Define Annual Amount By** prompt.

At the **Direct Entry $** prompt, enter the amount of depreciation for the entire fiscal year.

📋 Note: Do not confuse direct entry with direct transaction. You can enter direct transactions at any time in the life of an asset to reflect changes in values, such as a capital improvement.

Viewing and Listing Projections

Viewing an INITIAL Asset's Schedule Projections (Schedules Screen)

After you enter all asset information, MEDITECH recommends that you calculate the schedule projections of an asset. To do this, enter **Y** at the **Display Schedule Projection?** prompt. These projections appear on the screen and show how the asset value changes over the life of the asset. The projections ensure that the system calculates the changes to the value of an asset.

If the schedule is not correct, review and modify it as necessary.

Modifying an INITIAL Asset's Schedule Projections (Schedules Screen)

If the schedule is not correct, review the following prompts.

- on the Amounts screen in the Enter/Edit Asset Routine, the **Value** prompt
- on the Schedules screen in the Enter/Edit Asset Routine, the following prompts
  - Schedule Start Date
  - Fiscal Year
  - Total Years In Schedule
  - Method
  - Basis
  - **$** (dollar amount for **Basis**)
  - Limit
  - $ (dollar amount for **Limit**)
  - Proration
  - Table
  - Direct Entry $

📓 Note: To apply changes for a method to all assets, edit the appropriate value in the FA parameters. To apply changes to one asset, use the Schedules screen.

To make changes to a table, MEDITECH recommends you create a new table for the asset in the FA Tables Dictionary.

Listing an INITIAL Asset's Schedule Projections (Schedules Screen)

You can list the scheduled projections for a range of INITIAL status assets via the following Asset Projection reports.

- by number
- by class
- by department

Viewing an ACTIVE Asset's Schedule Projections (Schedules Screen)

The Fixed Assets Module (FA) provides the ability to view the scheduled projections for an ACTIVE asset anytime during its life. This schedule provides the changes in the asset values by fiscal year for the remainder of its life and an overview scheduled projections of the current year.

Listing an ACTIVE Asset's Schedule Projections (Schedules Screen)

You can list the scheduled projections for a range of ACTIVE assets via the following reports.

- Asset Projections
  - by number
  - by class
  - by department
- Grouped Projections for GL Periods
  - by number
  - by class
  - by department
- Grouped Projections for Fiscal Years
  - by number
  - by class
  - by department

Comments Screen

Overview of the Enter/Edit Asset Routine (Comments Screen)

Use this routine to enter or edit free text comments associated with the asset currently identified on the Process Asset screen. You can enter an unlimited number of comments to document significant events in its history.

You can add comments to any asset regardless of its status. For example, you might enter the following comment for an INIT-PR asset:

** PO UNDER REVIEW **

You can enter an unlimited number of comments for each asset. Comments appear on compiled reports and reports created with the NPR Report Writer. You can enter comments in any order. However, MEDITECH recommends that you assign your own sequence to the comments via specific comment numbers for an asset.

Note: Your health care organization can standardize its comments to facilitate reporting needs (via the NPR Report Writer). For more information, contact your MEDITECH Applications Specialist.

Using Unique Comment Numbers (Comments Screen)

MEDITECH recommends you use unique comment numbers for the following types of information.

- asset history

- warranty information

- capital improvements

- non-capital maintenance

- changes to the information for the asset

- contract information

- other numbers used to identify assets

Using Specific Numbers for Comments (Comments Screen)

When you use a specific sequence for comments, you can create a compiled report that contains a specific type of comment.

For example, if you use comment number 2 for warranties, you can create a compiled report to list warranty information for all assets or specific assets.

Assigning Specific Comment Numbers

If you are using MEDITECH's recommended structure for comments and the next available comment number is not appropriate, enter a space in the text portion of the Enter/Edit Comments screen to create a blank comment.

Repeat the process until the appropriate comment number appears at the **Comment No** prompt. For example, assume you are entering comments for a contract. The comment number your health care organization uses for contracts is 2. The asset for which you are entering the comment does not have a comment number 1. You create a **Comment No 1** with blank text and then create **Comment No 2** for the contract information.

Customer-Defined Screen

Enter/Edit Asset Routine (Customer-Defined Screen)

Use this routine to enter asset information that is not normally stored in the Fixed Assets Module (FA).

Customer-Defined screens (CDS) for FA are defined in the MIS Customer-Defined Screen Dictionary as FA ASSET (at the **Type** prompt). After you define the screen, assign the CDS to a specific class in the FA Class Dictionary. When you add or maintain an asset within that class, you can enter CDS information via the Customer-Defined screen in the Enter/Edit Asset Routine. You can also list CDS information via the List Customer-Defined Asset Data (Process Asset) Routine.

The following graphic illustrates the steps you take to create and use a CDS in FA.
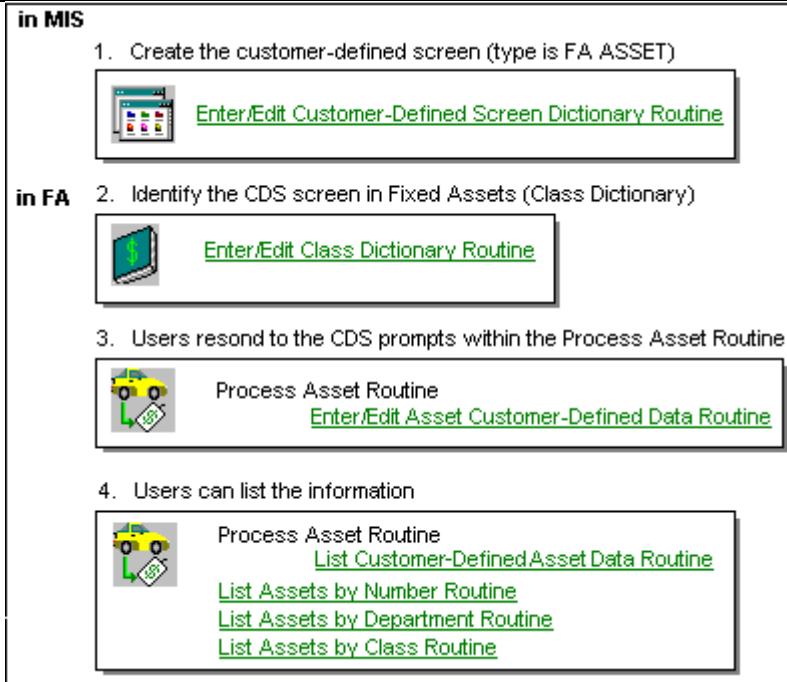
Print Current Status Report Routine

Print Current Status Report (Process Asset) Routine

This report presents the following information for the asset currently identified on the Process Asset screen.

- general information
- amounts
- schedules
- GL distribution

List Options

List Comments (Process Asset) Routine

Use this routine to print or view any or all of the comments entered for the asset currently identified on the Process Asset screen.

List Customer-Defined Asset Data (Process Asset) Routine

Use this routine to list all customer-defined information for an asset.

Activity Reports by Period

Overview of the Activity Reports by Period (Process Asset) Routines

The following routines may appear on the Process Asset screen individually as a button or grouped in a menu on a button.

- By Period Activity Detail

- By Period Activity Summary (All Values)

- By Period Activity Summary (One Value)

Note: The ability to use these functions is controlled by the FA Option Set and FA Access dictionaries.

By Period Activity Summary, One Value (Process Asset) Routine

Use this routine to generate a list of Fixed Assets system activity recorded for one value of the asset currently identified on the Process Asset screen. When you select the routine, the Activity Summary for One Value by Period screen appears where you define the following information for which you want to run the report

- Asset value

- Range of periods

- Range of acquired dates

The report is sorted by GL period.

Note: If you prefer a detailed listing of the same information, use the Period Activity Detail Report.

By Period Activity Summary, All Values (Process Asset) Routine

Use this routine to generate a list of Fixed Assets system activity recorded for all values associated with the asset currently identified on the Process Asset screen. This report is sorted by GL period. You can specify the list to include any user-defined range of GL periods.

By Period Activity Detail (Process Asset) Routine

Use this routine to generate a detailed listing of period activity recorded for one value of the asset currently identified on the Process Asset screen. When you select the routine, the Activity Detail screen appears where you define the following information for which you want to run the report

- Asset value

- Range of periods

- Range of acquired dates

A separate page is produced for each fiscal period you specify.

Besides displaying the value's amount at the opening of the period, total activity recorded during the period, and the closing amount, the list also displays information about every transaction that took place during the period. Each transaction is identified by

- a number

- a date

- whether it was direct or scheduled (D/S)

- an amount

- the initials of the user who entered it

- if it is a derived value (and therefore the result of another transaction), the value and number of the transaction that caused it

Activity Reports by Year

Overview of the Activity Reports by Year (Process Asset) Routines

The following activity reports (by year) may appear on the Process Asset screen individually as a button or grouped in a menu on a button.

- By Year Activity Summary (All Values)

- By Year Activity Summary (One Value)

- By Year Schedule History

Note: The ability to use these functions is controlled by the FA Option Set and FA Access dictionaries.

By Year Activity Summary, One Value (Process Asset) Routine

Use this routine to generate a list of Fixed Assets system activity recorded for one value of the asset currently identified on the Process Asset screen. When you select the routine, the Activity Summary for One Value by Year screen appears where you define the following information for which you want to run the report

- Asset value

- Range of fiscal years

- Range of acquired dates

The report is sorted by fiscal year.

By Year Activity Summary, All Values (Process Asset) Routine

Use this routine to generate a list of Fixed Assets system activity recorded for all values of the asset currently identified on the Process Asset screen. The report is sorted by fiscal year. You can specify the list to include any user-defined range of fiscal years.

By Year Schedule History (Process Asset) Routine

Use this routine to list information about the schedule that was in effect at the end of each fiscal year for one value of the asset currently identified on the Process Asset screen. When you select the routine, the Schedule History screen appears where you define the following information for which you want to run the report

- Asset value

- Range of fiscal years

- Range of acquired dates

The report lists each schedule's

- start date

- fiscal year

- number of years that the schedule runs

- type of calculation used (for example, METHOD - DDB)

- Basis of the calculation, if appropriate

- limit placed on the amount of the value, if one has been defined (for example, BOOK value cannot be less than SALVAGE)

- if a Method has been selected and a proration choice has been defined for the Method, that choice appears under the heading Proration.

The schedule in effect as of the fiscal closing period is important information for tracking the life of an asset. Regardless of which schedules were in effect at different points during the year, the FA system always calculates on an annual basis and arrives at the annual amount based on the schedule in effect as of the annual closing date. Normally, of course, you do not change a schedule at all during the life of an asset.

Miscellaneous Routines

Overview of Process Asset - Miscellaneous Routines

The following routines may appear on the Process Asset screen individually as a button or grouped in a menu on a button.

- Initialize from MM-AP Routine

- Activate INITIAL Asset Routine

- Retire Asset (if ACTIVE) Routine

- Delete Asset Routine

📋 Note: The ability to use these functions is controlled by the FA Option Set and FA
Access dictionaries.

View Comments

Use this routine to view free text comments associated with the asset currently identified on
the Asset Inquiry screen.

Initialize via MM-AP Link Number Routine

Initialize via MM-AP Link Number (Process Asset) Routine

Use this routine to transfer asset information from the MM-AP Interface and create a new asset in Fixed Assets. The system transfers the following information to Fixed Assets.

- item description (including the additional description on the purchase order if requested)

- vendor

- purchase order number and line number

- GL department which purchased the asset

- GL account debited for the purchase of the asset

- Invoice number

- manufacturer

The system performs this transfer via a link number which you define in the Materials Management (MM) Module Enter/Edit FA Link Number Routine.

If the purchase order has an additional description, a system prompt appears. To use the additional description, enter **Y**. Otherwise, enter **N**.

Activate INITIAL Assets Routine

Overview of the Activate INITIAL Assets (Process Asset) Routine

Use this routine to activate an asset or change an asset's status from INITIAL to ACTIVE. The asset must be currently identified on the Process Asset screen. You activate an asset individually when the number of assets to activate is small.

If you attempt to perform an activity that is incompatible with the status of the asset, a message appears and you must enter any missing information before you can activate the asset. However, if the system finds no errors and the asset is ready for activation, a message appears. If you enter **Y**, the **Activated** message appears and the system activates the asset.

📋 Note: To activate multiple assets at one time, use the Activate Assets Routine .

Activating Individual Assets - Error Messages

The following table lists the error messages that may appear and describes how to correct the errors.

Error Message	To correct, check the following prompts
General information fields missing	In the Enter/Edit Asset GL Distribution (Process Asset) Routine
	Desc
	Class
	GL Acc Depr
GL distribution missing	In the Enter/Edit Asset GL Distribution (Process Asset) Routine
	GL Acct/Dpt
Amount required for ACC DEPR	In the Enter/Edit Asset Amounts (Process Asset) Routine
	Value (Acc Depr)
Amount required for COST	In the Enter/Edit Asset Amounts (Process Asset) Routine
	Value (Cost)
Schedule required for ACC DEPR	In the Enter/Edit Asset Schedules (Process Asset) Routine
	Define Annual Amount By

Retire Asset Routine

Overview of the Retire Asset (Process Asset) Routine

Use this routine to retire the asset currently identified on the Process Asset screen. You can retire only assets with an ACTIVE status.

The Fixed Assets Module creates General Ledger transactions for retirement adjustments.

Unless you request RETIRED assets to appear on reports, they do not appear on reports.

📓 Note: You cannot change the status of a RETIRED asset. MEDITECH recommends that you retire assets after you fully depreciate them.

Retiring Assets Early

You can retire assets before they reach the end of the schedules for calculating values. You may want to retire an asset early if the asset is

- obsolete
- sold
- replaced
- donated
- traded in
- broken beyond repair
- damaged

Documenting Reason and Date Asset Retired

After you select the asset you are retiring in the Process Asset Routine, use the Retire Asset (Process Asset) Routine to retire the asset.

📓 Note: To retire an asset, you must change its status to RETIRED. Entering information at the **Retired Date** prompt in Enter/Edit Asset General Information (Process Asset) Routine does not retire an asset.

Creating GL Transactions for RETIRED Assets

If you enter **Y** at the **Create GL Transactions?** prompt in the Retire Asset (Process Asset) Routine, the Fixed Assets Module (FA) creates General Ledger (GL) transactions for retirement adjustments.

📓 Note: FA creates GL transactions for retirement adjustments only if

- the value to create GL transactions (for example, BOOK) is defined in the FA parameters at the **GL Cost Value** prompt
- the asset's class has a GL account entered at the **GL Retirement Book** prompt (in the FA Class Dictionary)

When FA creates retirement adjustments, the system creates the following transactions for each RETIRED asset.

- GL Asset is credited for the amount of the COST
- GL Acc Depr is debited for the amount of the accumulated depreciation
- GL Retirement Book Value (defined in the FA Class Dictionary) is debited for the difference between the Cost and the accumulated depreciation

Sending Retirement Transactions to GL

When the FA Module creates retirement adjustments, the system creates a batch for them. You must transfer this batch to GL via the General Ledger (GL) Read Batches From Applications Routine . However, you do not initiate a period closing.

Listing GL Transactions for RETIRED Assets

List the Retirement Adjustment batch via the List GL Batches (By Acct) Report. Use this report to verify the transactions are transferred to General Ledger.

Listing Retired Assets

Use the following reports to print RETIRED assets

- List Assets Reports
- Current Status Reports
- Current Value Report
- Compiled Reports
- Activity Reports

Delete Asset Routine

Delete Asset (Process Asset) Routine

Use this routine to delete the asset currently identified on the Process Asset screen. You can delete an asset with any status.

You can delete assets that are

- unusable and have a status of INITIAL or INIT-PR
- ACTIVE and have not had any of their values changed

📓Note: After you delete an asset, the system no longer has any record

To delete the asset, click on **Yes**. Otherwise, click on **No**.

If you delete the asset, the following events occur:

- data is removed from all fields on the Process screen except for the **Asset** prompt
- ***** Deleted ***** appears at the **Desc** prompt
- all buttons are disabled

After the system deletes the asset, you can continue to process other assets.

You can delete assets that are

- unusable and have a status of INITIAL or INIT-PR
- ACTIVE and have not had any of their values changed

Maintaining and Monitoring Assets

Overview for Maintaining and Monitoring Assets

The maintenance and monitoring of assets preserves data integrity in the Fixed Assets (FA) Module. Unless assets are maintained and monitored, the system does not reflect reality. For example, if you do not increase the value of an asset after a capital improvement, the asset's COST and BOOK values are incorrect. Therefore, all assets require some maintenance within the FA Module during their useful lives.

You can also monitor assets via several reports. These reports provide a picture of an asset at a particular point in it's useful life. Viewing this information enables you to make decisions about the asset. For example, based on an asset's information, you might decide to retire the asset early.

Maintaining and Monitoring INIT and INIT-PR Assets

To ensure all information is correct before you activate an asset, you can edit any information for INITIAL and INIT-PR assets via the Process Asset Routine.

Maintaining ACTIVE Assets, Required Maintenance

You must perform maintenance on ACTIVE assets if you make

- a major capital improvement which increases the asset's value

- a financial adjustment for accounting or tax purposes

- a financial adjustment made in General Ledger after the close of a period

Maintaining ACTIVE Assets, Regular Maintenance

You perform regular maintenance on assets with an ACTIVE status.

For example, you can

- edit an asset's general information

- change an asset's number

- change an asset's department

Do not change the following information for an ACTIVE asset

- Define Annual Amount By
- GL Acc Depr
- Frequency
- Total Years In Schedule
- Schedule Start Date

Changes to these prompts affect the integrity of your data.

Listing Asset Information

Several routines enable you to list an asset's general, current status, or current value information regardless of an asset's status. You can produce these reports in various ways and sequences.

List Assets Reports

The List Asset Reports presents assets' general information. No financial information appears. These reports show the organization of your assets. You can include each asset's comments. The List Assets Reports can list assets by

Routine	Description
Number	A list of assets in numerical sequence
Description	An alphabetic list of assets
Class	A list of assets within class
Department	A list of assets within General Ledger department numbers (location of the asset)

Asset Routines

Overview of Asset Routines

Use the asset routines to perform the following functions.

To do this	Use this routine
Ensure that INITIAL assets contain all necessary information prior to changing their status to ACTIVE.	Check Eligibility for Activation Routine
Change the status of multiple INITIAL assets to ACTIVE.	Activate Assets Routine
Assign a new asset number to an asset.	Change Asset Number Routine
Create numerous copies of an asset.	Replicate Asset Routine
Determine the purchasing facility for a specific asset.	Asset Facility Inquiry Routine
View all information for a single asset.	Asset Inquiry Routine

Check Eligibility for Activation Routine

Overview for Checking a Set of Assets' Eligibility for Activation

Use this routine to ensure that INITIAL assets contain all necessary information prior to changing their status to ACTIVE. You can limit this check to

- sets of asset numbers
- a class
- a department
- any combination of the above

Use the following reports to list errors that occur during this check:

- Initial Assets Not Eligible for Activation Report immediately after the Check Eligibility of Initial Assets For Activation Routine
- Current Status Reports
- Current Value Report

📋 Note: You can use the Current Status Reports and the Current Value Report manually review each asset to ensure all information is entered.
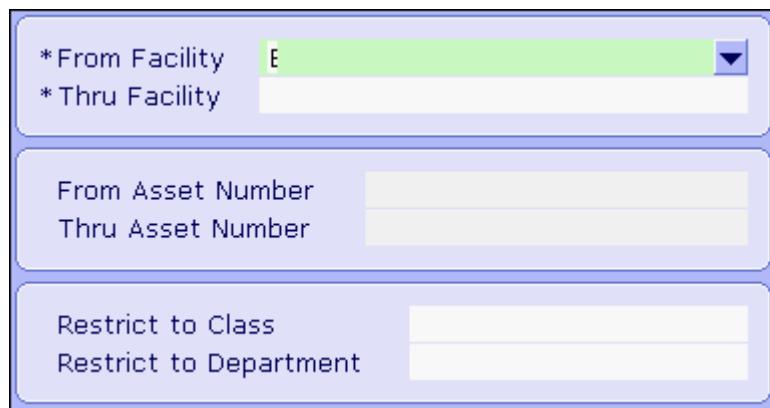
Listing Initial Assets Before Activation

Use the following reports to verify INITIAL assets prior to activation.

- Current Status Reports
- Current Value Report
- Initial Assets Not Eligible for Activation Report

Use these reports with the Initial Assets Not Eligible For Activation Report to correct assets after running the Check Eligibility For Activation Routine.

Correcting Ineligible Assets

MEDITECH recommends you keep assets in the same sets for the Check Eligibility For Activation Routine. Organizing assets in the same sets helps eliminates overlooking assets during the activation process.

If ineligible assets exist, then

- the Check Eligibility For Activation Routine was not run

- a different set of selection criteria was used

- additional assets now appear within the set specified in the Check Eligibility for Activation Routine

Listing Ineligible Assets

After you run the Check Eligibility For Activation Routine, the system displays the number of eligible and ineligible assets. For example

1 Eligible: 114 Ineligible. List Ineligible Assets On:

You can print a list of ineligible assets and the reasons for their ineligibility.

Initial Assets Not Eligible for Activation Report

This report lists all assets within a selected range. It flags missing information that prevents assets from being activated.

Activate Assets Routine

Overview of the Activate Assets Routine

Use this routine to change the status of multiple INITIAL assets to ACTIVE. To activate assets individually, use the Activate INITIAL Asset (Process Asset) Routine.

MEDITECH recommends you use the set of assets from the Check Eligibility For Activation Routine for activating assets.

To activate assets, follow these steps to ensure that all assets you activate have complete information.

1) Organize the assets into logical sets.

2) Check the assets for eligibility.

3) Correct ineligible assets.

4) Run the reports.

    5) Activate the assets.

After you activate assets, their values can be changed via the Create Scheduled Transactions Routine. The successful calculation of asset values is necessary for the proper valuation of assets.

📋 Note: To use this routine, your financial access must be defined as CORPORATION or ALL in the MIS User Dictionary at the Financial Access Data Type prompt.

              Note also that you cannot run this routine when the Close Period Routine is running.
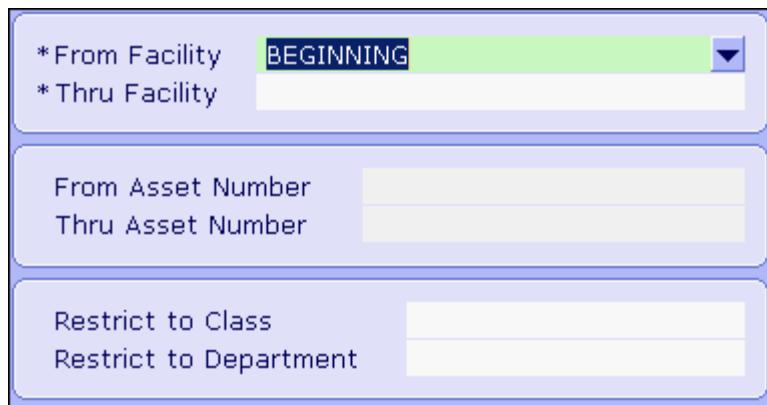
Identifying Assets to Activate

You can limit assets to activate to a

- set of asset numbers (entered at the **From/Thru** prompts)
- class (entered at the **Restrict To Class** prompt)
- department (entered at the **Restrict To Department** prompt)
- any combination of the above

Change Asset Number Routine

Use this routine to assign an asset a new asset number.

📋 Note: To use this routine, your financial access must be defined as CORPORATION or ALL in the MIS User Dictionary at the Financial Access Data Type prompt.

The old number for this asset is retained as an alias for the asset and the Lookup routine uses this alias if a user enters the old number in the Process Asset Routine.

📋 Note: The aliases remain in the system until you delete the asset or until the old account number has been assigned to a new asset. An audit trail of changes is available via the Asset Number Changes Report Routine.
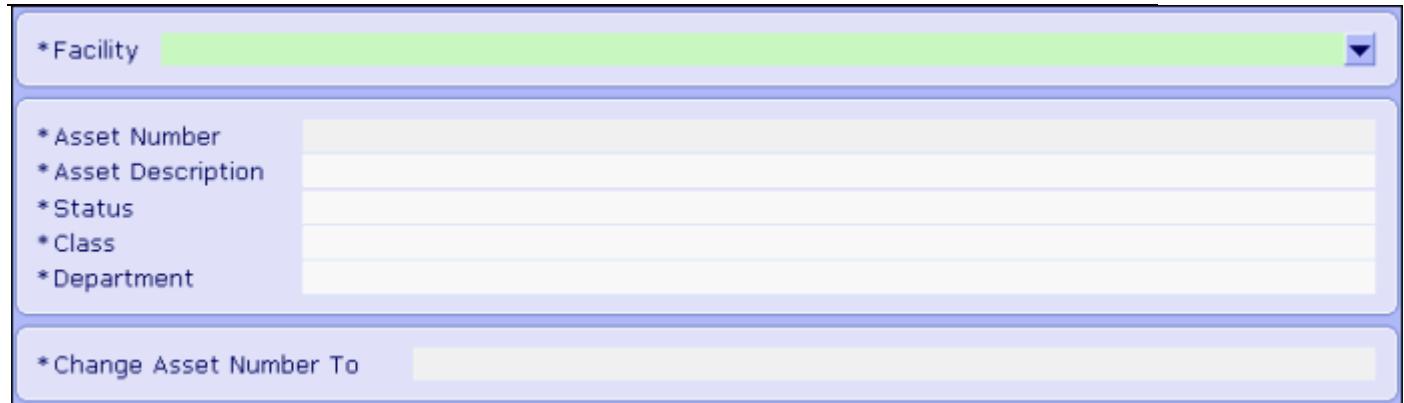
Replicate Asset Routine

Use this routine when you need to create numerous similar new assets. You can copy the following information from an existing asset to the new asset numbers, and then edit the individual fields as needed.

- comments
- vendor information
- GL accounts and departments
- schedules
- amounts
- acquired date

- location
- purchase order
- PO Line
- Invoice
- contract date
- CDS data

📓 Note: To use this routine, your financial access must be defined as **CORPORATION** or **ALL** in the MIS User Dictionary at the Financial Access Data Type

If you enter a range of more than 10 numbers, a warning message allows you to cancel the range. If you enter a range of more than 50 numbers, another warning message appears, again allowing you to cancel the range.

Asset Facility Inquiry Routine

Use this routine to determine the purchasing facility for a specific asset. After you enter an asset number, the asset's purchasing facility and status appear.

This routine has no user restrictions. However, if you are not authorized to use the purchase facility that appears, you cannot process the asset via any of the other FA asset routines.
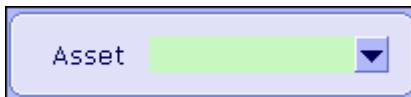
Asset Inquiry Routine

Overview of the Asset Inquiry Routine

Within a selected facility, use this routine to view all information for a single asset. You can view the asset's

- Amounts
- GL distribution
- Schedule

📓 Note: This routine can be accessed via GL Drill Down Reporting.

Asset Inquiry Selection Routine

Use this selection screen to define the asset for which you want to view information.

View Amounts Screen

Use this screen to view the following information for asset values for the selected asset.

- Current amount

- Amount to add

- New amount

View GL Distribution Screen

Use this screen to view the GL Distribution percentages for the accounts or departments for the selected asset.

View Schedule Screen

Use this screen to view the schedule of a value for the selected asset.

Asset Inquiry

Facility: A
Asset: 00023
Status: INITIAL

Class: BLDG
Department: 01.7010

General | Amounts | GL Distribution | Schedules | Comments | CDS

Value	Frequency
ACC DEPR	GL PERIOD
BOOK	
COST	

Schedule | Amounts | Projection

Schedule Start Date	07/01/03
Fiscal Year	2004
Total Years in Schedule	7
Define Annual Amount by	METHOD

Current Fiscal Year| In Schedule	2006	3
Start Of Year| Year To Date	0.00	0.00

Cancel

Processing Schedules

Overview of Processing Scheduled Transactions

A primary function of the Fixed Assets (FA) Module is to calculate depreciation amounts for eligible assets' values on a regularly scheduled basis. Because FA does <u>not</u> automatically create scheduled transactions, you must initiate the creation process.

After you create scheduled transactions, you can review and adjust them as needed. You can adjust scheduled transactions via direct transactions. When you are satisfied with the results, you can post the scheduled transactions.

Affecting Derived and Non-Derived Asset Values

When you post scheduled transactions, the FA Module updates both the non-derived and derived asset values. For example, the derived value BOOK has the following formula:

COST - ACC DEPR

When FA calculates ACC DEPR, or you change COST with a direct transaction, the derived value BOOK changes automatically.

Scheduled transactions are placed in a batch for the General Ledger Module (GL) so that an asset's value is in balance in the FA and GL Modules.

Several reports can help you track scheduled transactions as they progress through this sequence.

Work Flow When Creating Scheduled Transactions

To create scheduled transactions, do the following.

1) Create scheduled transactions using the Create Scheduled Transactions Routine. This routine uses asset information from several Process Asset Routine prompts.

2) List and review the scheduled transactions.

3) Determine if scheduled transactions are correct.

4) If necessary, recreate all scheduled transactions using the Create Scheduled Transactions Routine. Or, adjust individual scheduled transactions using the Add/Re-Calculate/Delete Scheduled Transactions Routine.

5) Post scheduled transactions.

6) Ensure the integrity of the transactions General Ledger receives.

Graphic of the Creation of Scheduled Transactions
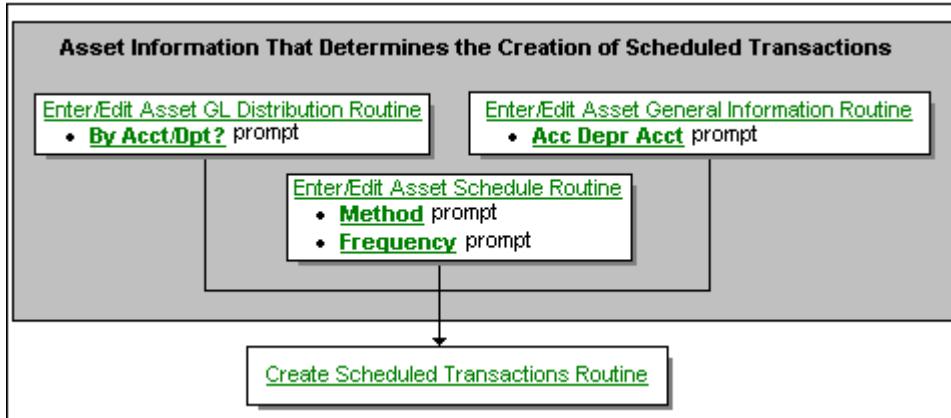
Graphic of the List and Review of the Scheduled Transactions
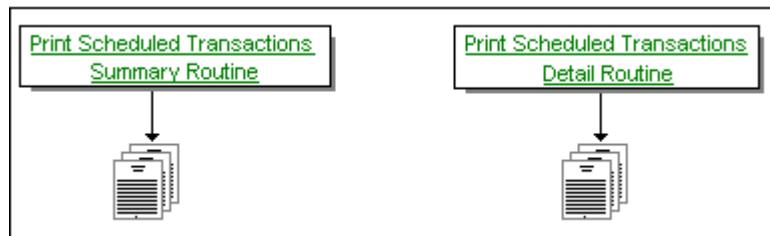
Graphic of the Check to Determine the Scheduled Transactions Accuracy
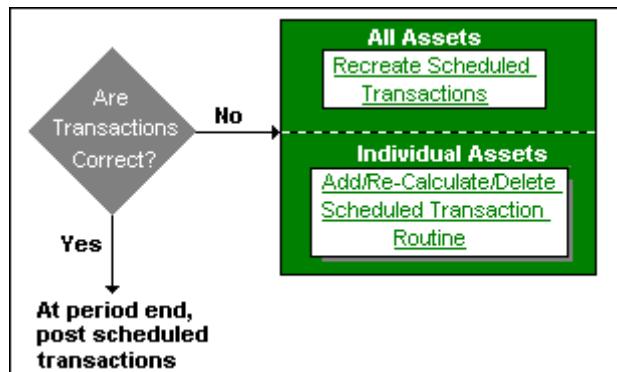
Graphic of the Check of the Integrity of the Transactions General Ledger Receives
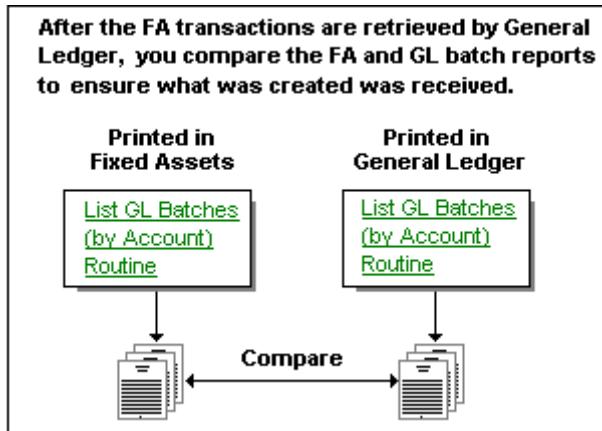
How Fixed Assets Calculates an Asset's Scheduled Transaction

There are several methods you can choose from when assigning the asset's schedule for calculating scheduled transactions (depreciation). For the example below, we use the most common method for calculating depreciation, the straight line method.

The Fixed Assets Module follows these steps when calculating a scheduled transaction for an asset.

1) First, the system determines an asset's eligibility.

2) Then, the system compares the value you enter on the Create Scheduled Transactions screen with the value of each ACTIVE asset's schedule you defined in the Enter/Edit Asset Schedules (Process Asset) screen. If an asset does not have that value, the system moves on to the next.

3) Next, the system compares the frequency of the schedule's value with the current period. If the frequency is YEAR END and the current GL period is <u>not</u> defined as YEAR END in the MIS parameters, the system reads another asset. Otherwise, the system continues to process the asset.

4) The system then adjusts the initial cost of the asset using the value's basis to determine the current value of the asset. The resulting value is used to calculate the depreciation amount.

5) Next, the system takes the total years in the schedule and multiplies the years times the number of periods assigned to a fiscal year in the MIS parameters. The result is the total number of months in the schedule.

6) Finally, the system divides the base by the total number of months to obtain the amount of the asset's scheduled transaction.

Click here to see the system statistics that are created by these steps.

Graphic of Asset Statistics

Statistics for a Newly Activated Asset

```
1m              OFFICE WORKSTATION

SCHEDULE CALCULATED BY METHOD: SL
CURRENT AMOUNT FOR BASIS (COST-SALVAGE):  698.85
CURRENT YEAR (1998)     YEAR IN SCHEDULE: 1
  ACC DEPR
        0.00  Total depreciation at beginning of fiscal year.
        0.00  Total depreciation since asset was activated.
       93.18  Total depreciation at end of current fiscal year.
        0.00  Total depreciation taken for current fiscal year.
       93.18  Total depreciation remaining for current fiscal year.
   (8):11.65  Periods remaining in schedule and depreciation
              for each period.
```

YEAR IN SCHEDULE	FISCAL YEAR	ACC DEPR FOR YEAR	ACC DEPR END OF YEAR	
2	1999	139.77	232.95	Remaining
3	2000	139.77	372.72	schedule
4	2001	139.77	512.49	information.
5	2002	139.77	652.26	
6	2003	46.59	698.85	

Process Schedules Routine

Overview of the Process Schedules Routine

Use the Process Schedules Routine to maintain (create, view, list, recalculate, delete, and post) schedules.

When you open this routine, the Select Schedules to Process pop-up screen appears allowing you to select schedules based on value, facility, and status. You can also access this screen after you open the routine by pressing the Select button and clicking on Select Schedule.

When the schedules appear on the Process screen, determine whether you want to perform a function for one or more facilities. If you want to perform the same function for more than one facility, select the facilities by holding down the <Shift> key and clicking on each facility of interest.

Routine Functions

To use this screen's routines, click the button that contains the routine that you want to use. This Process screen contains the following functions and routines:

- Selection Functions

- Create Scheduled Transactions Routine

- View Routine

- Schedule List Routines

- Add/Recalculate/Delete Routine

- Post Routine

📋 Note: When the Close Period Routine is run, the schedules are deleted so new schedules can be created for the next period.

Security

You may not have access to all of the routines. Your access to these routines and whether the routines appear on menus are controlled via the FA Access and Option Set dictionaries.

To use this routine, your financial access must be defined as **CORPORATION** or **ALL** in the MIS User Dictionary at the Financial Access Data Type prompt.

Purchasing facility security is maintained on the selections. If you do not have access to a facility, it does not appear on the Process screen.

Selection Options

Overview of the Selection Options

The routines available from this button allow you to select, refresh, or delete schedules.

This Option	Allows you to
Select Schedules	Enter new selection criteria.
ReFresh Schedules	Refresh selected batches with the most current information.
Remove Schedules	Remove selected batches from the Process screen.

Select Schedules to Process Routine

This screen appears when you open the Process Schedules Routine, allowing you to identify schedules to process. You can use this screen to enter a selection, or you can leave the fields blank to go directly to the Process Schedule Routine with no value and no schedule listed. If you need to create the schedules before you can process them, you skip this screen.

The screen appears also from the Process Schedule Routine when you press the Select button and choose Select Schedule. When you access the screen from the button, the screen allows you to identify schedules other than the one currently selected.

If you select a value (such as ACC DEPR), but no facility, then all existing facilities appear on the Process screen.

Schedule Fields

The following schedule information appears on the Process Schedules screen.

Field	Description
Facility	The facility for this schedule.
Status	The status of this schedule.
Date	The date an action was taken (a value was created or posted).
User	The user who last created or posted the value appears.
Scheduled Amount	The total amount scheduled for the purchasing facility.

For the selected scheduled amount, the following information also appears.

Annual Due	The year's total due for the facility.
Year to Date	The total scheduled year-to- date (not including the current amount).
Remaining	The total amount left to schedule.

Refresh Schedule Function

When you select this function, all highlighted schedules are refreshed with the most current data.

Remove Schedule Function

When you select this function, all highlighted schedules are deleted from the Process screen.

Create Scheduled Transactions Routine

Use this routine to create scheduled transactions for a selected asset value during the current fiscal period or at the end of the fiscal year. If you create scheduled transactions at the end of the fiscal year, your General Ledger (GL) is not be updated monthly with the depreciation data, thereby giving you an unrealistic financial picture of your organization.

Note: To use this routine, your financial access must be defined as CORPORATION or ALL in the MIS User Dictionary at the Financial Access Data Type prompt.

Criteria for Creating Scheduled Transactions

In order to create scheduled transactions, the asset must fulfill the following eligibility test.

- ACTIVE status

- the schedule frequency you define in the Value Dictionary for the asset values agrees with the current GL period

- scheduled transactions not previously posted

System Requirements to Create Scheduled Transactions

You cannot run the Create Scheduled Transactions Routine if another client is processing one of the asset values for which there are scheduled transactions.

The system performs specific internal checks to ensure the integrity of scheduled transaction information. If a schedule is in ERROR status, it cannot be re-created.

Editing and Listing Scheduled Transactions

The Create Scheduled Transaction Routine displays a list of all currently scheduled transactions for the current period. You cannot edit or print this list. However, you can view, print, and edit the scheduled transactions

View Scheduled Transactions Routine

Use this routine to view any schedules (one at a time) that have been created or posted.

The schedule shows the value, the facility, and total amounts for

- annual due

- year-to-date

- scheduled

- remaining

The GL summary section of the screen includes account numbers with debit and credit amounts for each.

List Options Menu

Overview of the List Options Menu (Process Schedules Screen)

This menu allows you to access the following lists:

- List Summary Routine

- List Transaction Schedules (Detail) by Number

- List Transaction Schedules (Detail) by Class

- List Transaction Schedules (Detail) by Department

- List Facilities Needing Schedule Transactions

List Summary Routine

Use this routine to list a summary, by GL account, of scheduled transactions for the current period. You can select any number of facilities to list. Information for each facility appears on a different page.

📓 Note: To use this routine, your financial access must be defined as CORPORATION or ALL in the MIS User Dictionary at the Financial Access Data Type prompt.

This report displays scheduled transactions you can post prior to closing the period. The following graphic illustrates a report with scheduled transactions to be posted.

You can list this report for a set of asset values.

Report Information

This report contains the following information for each GL account affected by the selected asset values:

- total annual depreciation due by GL account number

- the current YTD total for depreciation for all GL accounts

- total of scheduled transactions for the current period

- remaining balance due for the year

- affected GL account summary of debits and credits in the current period

List Scheduled Transactions (Detail) by Number

Use this routine to list all scheduled transactions for one asset value and selected facilities. Assets are sorted by asset number.

If you select only one facility's schedule, a pop-up screen allows you to select a range of asset numbers. If you select more than one schedule, the routine automatically lists all asset number ranges for the facilities highlighted.

Note: To use this routine, your financial access must be defined as CORPORATION or ALL in the MIS User Dictionary at the Financial Access Data Type prompt.

This report helps you check whether

- all scheduled transactions are correct prior to posting

- any scheduled transactions were posted for the year to date

Note: Derived values do not appear on this report. The system creates these values only after you post scheduled transactions for any associated non-derived values.

To view scheduled transactions by GL account number for the current period without individual assets, use the Print Scheduled Transactions Summary Routine

Report Information

This report contains the following depreciation information for each asset and totals for all amounts in the range of selected classes, departments or asset numbers:

- asset description

- scheduled annual amount

- Y-T-D total amount

- scheduled amount for current period

- remaining balance due for the year

- each affected GL account's debits and credits

List Scheduled Transactions (Detail) by Class

Use this routine to list all scheduled transactions for one asset value and selected facilities. Assets are sorted by class.

If you select only one facility schedule, a pop-up screen allows you to select a range of classes and asset numbers. If you select more than one schedule, you cannot enter a number range.

Note: To use this routine, your financial access must be defined as CORPORATION or ALL in the MIS User Dictionary at the **Financial Access Data Type** prompt.

This report helps you check if

- all scheduled transactions are correct prior to posting

- any scheduled transactions were posted for the year to date

📋 Note: Derived values do not appear on this report. The system creates these values only after you post scheduled transactions for any associated non-derived values.

Report Information

This report contains the following depreciation information for each asset and totals for all amounts in the range of selected classes, departments or asset numbers:

- asset description

- scheduled annual amount

- Y-T-D total amount

- scheduled amount for current period

- remaining balance due for the year

- each affected GL account's debits and credits

If you select more than one schedule, you cannot enter a number range.

List Scheduled Transactions (Detail) by Department

Use this routine to list all scheduled transactions for one asset value and selected facilities. Assets are sorted by department.

If you select only one facility schedule, a pop-up screen allows you to select a range of departments and asset numbers. If you select more than one schedule, you cannot enter a number range.

📋 Note: To use this routine, your financial access must be defined as CORPORATION or ALL in the MIS User Dictionary at the **Financial Access Data Type** prompt.

This report helps you check if

- all scheduled transactions are correct prior to posting

- any scheduled transactions were posted for the year to date

📋 Note: Derived values do not appear on this report. The system creates these values only after you post scheduled transactions for any associated non-derived values.

Report Information

This report contains the following depreciation information for each asset and totals for all amounts in the range of selected classes, departments or asset numbers:

- asset description

- scheduled annual amount

- Y-T-D total amount

- scheduled amount for current period

- remaining balance due for the year

- each affected GL account's debits and credits

List Facilities Needing Schedule Transactions

Use this report to determine which facilities need schedule transactions.

The following information appears on the report.

- Facility
- Value
- Active status

- Whether the schedule is created
- Date
- User

Add/Re-Calculate/Delete Scheduled Transactions Routine

Overview of the Add/Re-Calculate/Delete Scheduled Transactions Routine

Use this routine to adjust a scheduled transaction for a selected facility.

Note: To use this routine, your financial access must be defined as CORPORATION or ALL in the MIS User Dictionary at the Financial Access Data Type prompt.

After you enter the asset number, the current scheduled transaction for the asset appears.

After you identify an asset and a value, the system checks the validity of your request.

For example, if no scheduled transaction exists for the asset and the year-to-date activity for the value is already <u>equal to or greater than</u> the annual amount due (according to the schedule definition for the current fiscal year), a message indicates that no scheduled transaction is due for the asset.

If no scheduled transaction exists for the asset and the year-to-date activity is <u>less than</u> the annual amount due, the system inquires if you want to add a transaction for the asset. For example, assume that you activate the asset after the creation of the scheduled transactions. If a scheduled transaction already exists for the asset, a system prompt asks if you want to recalculate or delete the scheduled transaction.

Note: You can adjust only one transaction for an asset value at a time. Since adjusting individual asset values is time consuming, if you are maintaining multiple scheduled transactions, MEDITECH recommends you use the Create Scheduled Transactions Routine.

Prerequisites for Adding Scheduled Transactions

To add a scheduled transaction, follow these steps.

1) Add a new asset using the Process Asset Routine.

2) Activate the new asset using the Activate Assets Routine.

3) Create a new scheduled transaction using these steps in the Add/Re-Calculate/Delete Scheduled Transaction Routine.

   - Enter the asset value at the **Value** prompt.

   - Enter the asset number at the **Asset** prompt.

   - Click on Yes at the Add transaction for this asset? system prompt.

Viewing Scheduled Transactions

Viewing Scheduled Transactions Using The Add/Re-Calculate/Delete Scheduled Transactions Routine

Use the Add/Re-Calculate/Delete Scheduled Transactions Routine to view a scheduled transaction for any asset value. You enter the following asset information:

- asset value at the **Value** prompt

- asset number at the **Asset** prompt

A message asks you to recalculate or delete the scheduled transaction. To exit the routine, you must click on **Re-calculate**.

When you do, the system recalculates the scheduled transaction. Note that the scheduled transaction does not change unless you have changed one or more of the factors used to determine the amount of changes to the asset's values.

If no transaction exists for an eligible ACTIVE asset, the system asks you to add (that is, create) a scheduled transaction.

Reviewing the Scheduled Transactions

After you create scheduled transactions, you can view them via the Create Scheduled Transactions Routine. You can also print them to see if

- they are correct

- some require adjustments

- all require adjustments

Recalculating Scheduled Transactions

If you change an asset's amount, you must recalculate the value's scheduled transaction. For example, assume your health care organization has just completed a new wing on your building. The new wing increases the cost of the asset.

You should also recalculate an asset's scheduled transaction if, for example, you change the dollar amount of any of the asset's non-derived values since scheduled transactions were created for the fiscal period.

To recalculate an asset's schedule transaction, do the following:

1) Change one of the factors used to calculate the asset's scheduled transaction. For example, create a direct transaction by changing the asset's non-derived value.

2) Return to the Add/Re-Calculate/Delete Scheduled Transaction Routine. Click on **Re-calculate** at the **Re-calculate or Delete?** prompt.

If the change to the asset value reduces the annual amount for the current fiscal year below the year-to-date activity for the value, the amounts disappear from the screen. The **Re-Calculation Results In Deletion Of Transaction** prompt appears.

Otherwise, the new amounts appear and a message states that the transaction is re-calculated.

Deleting Scheduled Transactions

Deleting Scheduled Transactions (Add/Re-Calculate/Delete Scheduled Transactions Routine)

To delete a scheduled transaction, click on **Delete** at the **Re-calculate or Delete?** system prompt when you file the Add/Re-Calculate/Delete Scheduled Transactions Routine.

You delete a scheduled transaction when you want to do either of the following.

- Post no scheduled transaction for this asset's value for the current GL period

- Post an amount different from that produced by the schedule calculation. After deleting a transaction, you would have to change some of the factors that resulted in the deleted amount and recalculate or enter the amount manually.

> ⚠ **Caution**
>
> If you delete a scheduled transaction, the system does not post to the asset value for this fiscal period unless you recreate the scheduled transaction.

Post Scheduled Transactions Routine

Overview of the Post Scheduled Transactions Routine

Use this routine to apply the selected scheduled transactions created in the Create Scheduled Transactions Routine to the ACTIVE assets in the FA Module.

When you select the Post Function, a confirmation screen allows you to continue with or cancel the posting.

> ⚠ **Caution**
>
> You cannot change posted scheduled transactions.

📑 Note: To use this routine, your financial access must be defined as CORPORATION or ALL in the MIS User Dictionary at the Financial Access Data Type prompt.

When you initiate a posting of scheduled transactions, the system does the following.

- Applies the scheduled transactions to the specified value of the assets that you entered at the **For Value** prompt on the Create Scheduled Transactions screen.

- Creates a batch of scheduled transactions for each asset's GL Value and prepares it for reading by the General Ledger (GL) Module. To read the Fixed Assets batches into GL, use the Read Batches From Applications Routine.

After the schedules are posted

- a batch of posted transactions for the GL Value is available for the General Ledger (GL) Module to read

- You can close the period.

After you close the period, you can create scheduled transactions for the next period.

Defining a Detail or Summary GL Batch

When you post scheduled transactions for the GL Value, the system prepares a batch for transfer to the General Ledger (GL) Module. This batch can have either

- all debits and credits for any account summarized into one line total for all assets (a SUMMARY batch)

- a separate GL transaction for each asset to each account (a DETAIL batch)

You define the type of batch to use for sending scheduled transaction information to GL via the GL Batch For Scheduled Transactions (SUMMARY/DETAIL) parameter .

General Ledger Accounts Affected by Posting

The system updates the following GL accounts when you post scheduled transactions:

- a credit transaction to the GL account entered at the **GL Acc Depr #** prompt of the Enter/Edit Asset General Information (Process Asset) Routine

- a debit transaction to the GL accounts entered in the Enter/Edit Asset GL Distribution (Process Asset) screen

Creating GL Batches

Upon posting, the FA Module creates a single batch of scheduled transactions and makes the batch available to be read by General Ledger (GL) at the close of the period.

This batch contains one of the following:

- a separate transaction for each asset to each account (Detail)

- one transaction containing a summary of all debits and credits for all assets for an account (Summary).

The type of batch depends on how MEDITECH and your organization defined the GL Batch For Scheduled Transactions Summary parameter.

Listing GL Batches

The List GL Batches and List GL Batches by ACCT reports allow you to verify that FA posts all scheduled transactions.

You verify the posted scheduled transactions by comparing the GL batch reports with the Scheduled Transactions summary reports. The amounts on both reports must agree. The following graphic illustrates a comparison of amounts on these reports and the Post Scheduled Transaction screen.

Comparing FA and GL Transaction Information

After a GL user reads the FA batch into GL, you should verify that all appropriate Fixed Assets transactions are valid (verify that the transactions posted to GL match the FA amounts). The following graphic illustrates this verification.
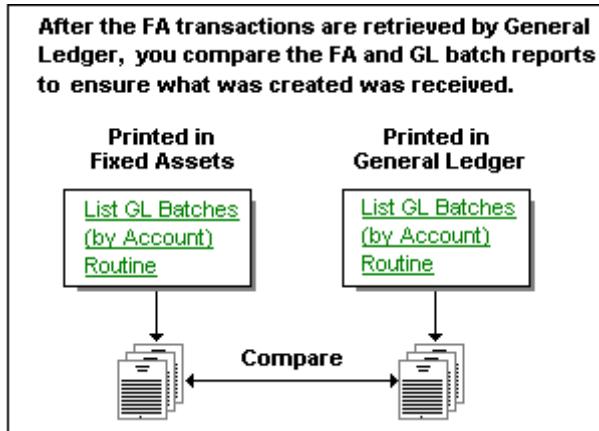
This comparison ensures data integrity. For example, FA transfers transactions with invalid GL account numbers, but GL does not post them. The system prefaces an invalid account number with a **?** on the GL Report.

Viewing Scheduled Transactions

The Fixed Assets Module provides various methods of viewing scheduled transactions before posting them or after posting them. You can view individual scheduled transactions, or all scheduled transactions by asset number or summarized by GL account number. The following table lists the routines and reports you use to view scheduled transactions.

Routines to View Prior To Posting

Which routine	How Transactions appear	Illustrations
Create Scheduled Transaction Routine	Summarized by GL account number	
Add/Re-Calculate/Delete Scheduled Transactions Routine	One selected transaction appears.	
Post Scheduled Transactions Routine	Summarized by GL account number.	
List Summary Routine	Summarized by GL account number.	
Scheduled Transactions Detail Report	Individually by asset number and summarized by GL account number.	

Routines to View Prior To Posting	
Routines to View After Posting	
General Ledger Batch (by ACCT) Report	Each GL account appears with all scheduled transactions that use the GL account.
General Ledger Batch (Summary) Report	Each scheduled transaction appears individually with its assigned GL account number.

📋 Note: You can create General Ledger Batch reports in both the Fixed Assets Module and the General Ledger Module.

Sample Reports

Printing Scheduled Transactions

You can generate a detailed or summary list of scheduled transactions created during a current fiscal period anytime prior to posting.

Use these reports to review scheduled transactions and ensure accuracy. The posting of incorrect scheduled transactions affects the integrity of assets' values.

📋 Note: To list scheduled transactions from previous periods, use the Activity and Standard Value Reports.

Modifying Scheduled Transactions

After you create and review scheduled transactions, you may decide that you need to adjust one, a few, or all of the transactions. How you make the adjustments depends on the number of assets whose scheduled transactions are affected. If only a few asset's scheduled transactions require adjusting, then it is easier to make the adjustments individually. However, if the number of adjustments is sizable, you should recreate all of the scheduled transactions.

Adjusting All Transactions

Use the Create Scheduled Transactions Routine to delete and re-create all scheduled transactions anytime prior to posting them. For example, assume you have added thirty new assets. It is simpler to recreate the scheduled transactions for all assets than it is to manually enter a scheduled transaction for each new asset.

Adjusting One or a Few Transactions

Use the Add/Re-Calculate/Delete Scheduled Transactions Routine to

- view information for any scheduled transaction.

- add scheduled transactions for any asset values activated since the Create Scheduled Transactions Routine was last run.

- recalculate a scheduled transaction for any asset value activated since the Create Scheduled Transactions Routine was last run.

- delete a scheduled transaction.

Note: The Add/Re-Calculate/Delete Scheduled Transaction Routine cannot be used for an asset value if another client is simultaneously processing the same value.

Processing Compiled Reports

Overview of the Process Compiled Reports Feature

Use this Process screen feature to create, compile, print, and purge compiled reports. Any user can open, compile, and purge reports.

Only users who have purchasing facility and MIS financial security can print reports with particular facility information. Purchasing facility access is set in the Materials Management Module in the Purchasing Facilities Dictionary at the Authorized Users Prompt.

MIS financial security is set in the MIS User Dictionary on the Report Writer/Financial page at the Financial Access Data prompt.

When you enter the Process screen, the Select Reports to Process pop-up screen opens and you can select compiled reports based on name, status, and date. If you select nothing, the Process screen displays all compiled reports. The following functions are available from the Process screen.

- Selection Options
- Compile Report
- View a Compiled Report
- Print Compiled Report
- List Status of Compiled Report
- Purge Compiled Report

Process Compiled Reports Routine

Use this Process routine to select a range of reports and then compile, view, print, or purge them one at a time. You can list all highlighted reports. When you open this routine, the Select Reports to Process pop-up screen appears allowing you to select reports based on name, status, and a date range. If you make no selections on this screen, all compiled reports appear on the Process screen.

You can also access this screen after you open the routine by pressing the Select button and clicking on Select Schedule.

Compiled Report Fields

The following fields appear on the Process Compiled Reports Routine.

Field	Description
Report	The report's mnemonic
Title	The report's title

Field	Description
Status	The report status
# Recs	Number of records (assets) compiled in the report.

The following fields appear at the bottom of the screen. They display information for the last selected report.

Started	Date and Time the report started compiling
Stopped	Date and Time the report stopped compiling.
Sorts	The 3 sorts (if any) used for the report -
Asset	The asset sort (either number or description)

Routine Functions

To use this screen's routines, click the button that contains the routine that you want to use. The Process Compiled Reports Process screen contains the following routines:

- Compile Reports Routine
- View Compiled Report Routine
- Print a Compiled Report Routine
- List Compiled Reports Routine
- Purge a Fixed Asset Compiled Report Routine

Selection Options

This menu contains the following options.

This option	Allows you to
Select Compiled Selections	Change your selection of reports
Refresh	Refresh the screen to reflect edits that have been made
Remove	Delete selected items from the screen

Select Reports to Process Screen

This screen is available when you access the Process Compiled Reports Routine and also from the Select button on the Process screen. The screen allows you to select all compiled reports or to limit selected reports by name, status, and date.

When you access the screen by opening the Process Compiled Reports Routine, you create a new set of selections. When you access the screen after you have begun to process reports, you can select a new set of reports, or the set you previously selected.

Compile Report Routine

Use this routine to create and compile new reports.

You can access predefined selection criteria from the FA Selections Dictionary or define reports with selection and sort criteria that you define.

After each report is created/compiled, it is added to the bottom of the Process screen.

View a Compiled Report Routine

Use this routine to view the format for a single compiled report.

Print Compiled Fixed Asset Reports Routine

Use this routine to define the information you want to appear on a compiled report (via a report format). You can print a report only if you are authorized to use the purchasing facilities and departments that appear on a compiled report.

You can print any one of the following reports.

• Asset List	• Value Activity Summary
• Asset Activity Summary	• Asset Activity Detail
• Activity Comparison	• Current Status
• Current Value	• Std Value (Period)
• Std Value (Curr FY)	• Schedule History
• Schedule Projections	• Custom Report Format

Optional Report Criteria

You can restrict a compiled report to start printing with a specific sort criteria value. You can limit the report to

- a set of GL periods

- a set of GL fiscal years

- specific values (up to 4)

Optional Report Information

You can display asset transaction information or comments.

Page Breaks

You can insert a page break on a report each time the value of a sort changes.

List Status of Fixed Asset Compiled Reports Routine

Use this report to list the statuses of selected reports.

Purge

The highlighted report on the Process screen appears as the default response on the purge screen. You can purge only one report at a time. If you purge only the data, then the report remains on the Process screen with a status of PURGED. If you purge both the data and report, then the report is removed from the Process screen.

Reports

Asset Reports

Asset List (by Number) Routine

Use this routine to list asset entries in asset number sequence. You can also print dollar amounts for any of the values.

You can list this report by ranges of

- purchasing facilities
- asset numbers
- status dates
- acquired dates
- retired dates

When listing only RETIRED assets, you can include sets of

- retired types
- retired type dates

Report Information

This report contains the following information:

- purchasing facility
- asset number and description
- status and status date
- class
- department
- acquired date
- retired date
- comments (optional)
- amounts for values you select

```
*From Facility     BEGINNING        ▼        From Asset Number
*Thru Facility                                Thru Asset Number

*Status
  Restrict to Assets with No Activity

*From Status Date                            *From Acquired Date
*Thru Status Date                            *Thru Acquired Date

*From Date Retired                           *Include Comments
*Thru Date Retired                           *Include CDS Data

*Include Amounts                                  For Values

────────────────────────── For Retired Only ──────────────────────────

 From Retired Type                            From Retired Type Date
 Thru Retired Type                            Thru Retired Type Date
```

Asset List (by Class) Routine

Use this routine to list general information for ACTIVE, INITIAL, RETIRED assets, or all assets by class in asset number sequence. No financial information appears.

You can list this report by ranges of

- purchasing facilities
- asset classes
- asset numbers
- status dates
- acquired dates
- retired dates

When listing only RETIRED assets, you can include ranges of

- retired types
- retired type dates

Report Information

In addition to the range information, for each asset the report includes:

- status and status date
- asset class
- department
- comments
- amounts for values you select

Sample of Report

*From Facility	BEGINNING
*Thru Facility	

*From Asset Class		From Asset Number	
*Thru Asset Class		Thru Asset Number	

*Status	
Restrict to Assets with No Activity	

*From Status Date		*From Acquired Date	
*Thru Status Date		*Thru Acquired Date	

*From Date Retired	
*Thru Date Retired	

*Include Comments		For Values
*Include CDS Data		
*Include Amounts		

— For Retired Only —

From Retired Type		From Retired Type Date	
Thru Retired Type		Thru Retired Type Date	

Asset List (by Department) Routine

Use this routine to list general information for ACTIVE , INITIAL, RETIRED, or all assets in asset number sequence within a department. No financial information appears.

You can list this report for ranges of

- purchasing facilities
- departments
- asset numbers
- status dates
- acquired date
- retired dates

When listing only RETIRED assets you can include ranges of

- retired types
- retired type dates

Report Information

This report contains the following information:

- purchasing facility
- asset number and description
- status and status date
- class
- department
- acquired date
- retired date
- comments (are an option)
- amounts for any values you select

List Assets (by Description) Routine

Use this routine to list general information for assets in description sequence.

You can list this report for ranges of asset descriptions.

Report Information

This report contains the following information:

- purchasing facility
- asset number and description
- status and status date
- class
- department
- acquired date
- retired date
- comments (optional)
- amounts for values you select

```
*From Facility    BEGINNING                                             ▼
*Thru Facility

*From Name
*Thru Name

*Status
*Include Comments
*Include CDS Data

*Include Amounts                                    For Values
```

Current Status Reports

You can list assets in the following sequences

- asset number
- class
- department

Current Status Report (By Number) Routine

Use this routine to list all information for ACTIVE, INITIAL, RETIRED, or all assets in asset number sequence. This report is helpful when checking an asset's eligibility for activation.

📋 Note: Each asset appears on a separate page, making the report lengthy if you have many
assets.

You can list this report by ranges of

- purchasing facilities

- asset number

- status date

- acquired date

- retired date

When listing only RETIRED assets, you can include ranges of

- retired types

- retired type date

Report Information

This report contains the following information:

- all general information

- schedules

- values and dollar amounts

- GL distribution

*From Facility	BEGINNING ▼	From Asset Number	
*Thru Facility		Thru Asset Number	
*Status			
*From Status Date			
*Thru Status Date			
*From Acquired Date		*From Date Retired	
*Thru Acquired Date		*Thru Date Retired	
For Retired Only			
From Retired Type		From Retired Type Date	
Thru Retired Type		Thru Retired Type Date	

Current Status Report (by Class) Routine

Use this routine to list all information for ACTIVE, INITIAL, RETIRED, or all assets by class in asset number sequence. This report is helpful when checking an asset's eligibility for activation.

📓 Note: Each asset appears on a separate page, making the report lengthy if you have many assets.

You can list this report by ranges of

- purchasing facilities
- asset number
- status date
- acquired date
- retired date

When listing only RETIRED assets, you can include ranges of

- retired types
- retired type date

Report Information

This report contains the following information:

- all general information
- schedules
- values and dollar amounts
- GL distribution

Current Status Report (by Department) Routine

Use this routine to list all information for ACTIVE, INITIAL, RETIRED, or all assets by GL department in asset number sequence. This report is helpful when checking an asset's eligibility for activation.

▤ Note: Each asset appears on a separate page, making the report lengthy if you have many assets.

You can list this report by ranges of

- purchasing facilities
- department
- asset number
- status date
- acquired date
- retired date

When listing only RETIRED assets, you can include sets of

- retired types
- retired type date

Report Information

This report contains the following information:

- all general information
- schedules
- values and dollar amounts
- GL distribution

Sample of Report

Current Value Report Routine

Use this routine to list the current dollar value of an asset's values by class or GL department in asset number sequence. You can select by status (ACTIVE, INITIAL, or RETIRED) or select all assets. This report is helpful when checking an asset's eligibility for activation.

You can list this report for ranges of

- purchasing facilities

- classes

- departments

- asset number

- status date

- acquired date

- retired date

When listing only RETIRED assets you can include ranges of

- retired types

- retired type date

Report Information

This report contains the following information.

- purchasing facility

- asset life

- status and status date

- acquired date

- retired date

- asset dollar amounts for selected values

Standard Value Reports

Overview of Standard Value Reports

Use these reports to analyze and review the standard values for a group of assets.

You can produce this report for a specific GL Period or a fiscal year.

You can print the standard value reports using the following formats:

- GL period
  - by Number
  - by Class
  - by Department
- fiscal year
  - by Number
  - by Class
  - by Department

You can also print the Standard MEDICARE Asset Report.

Period Standard Value Report (by Number) Routine

Use this routine to list amounts for standard values (COST, ACC DEPR, BOOK, and SALVAGE) for ACTIVE assets, or RETIRED assets, or both within the following criteria

- a specific GL period
- ranges of purchasing facilities and asset numbers

Report Information

This report contains the following information:

- purchase facility
- ACC DEPR for GL period, fiscal year, and year-to-date
- acquired date
- dollar value of all standard values
- schedule start date
- total years in schedule
- current year in schedule

You can print this report in detail or summary format. The detail report lists information for each facility. The summary report lists only totals for each facility and the grand totals.

Period Standard Value Report (by Class) Routine

Use this routine to list amounts for standard values (COST, ACC DEPR, BOOK, and SALVAGE) for ACTIVE assets within the following criteria

- a specific GL period
- ranges of purchasing facilities, classes, and asset numbers

Report Information

This report contains the following information:

- purchase facility
- ACC DEPR for GL period, fiscal year, and year-to-date
- acquired date
- dollar value of all standard values
- schedule start date
- total years in schedule
- current year in schedule

Sample of Report

You can print this report in detail or summary format. The detail report lists information for each facility. The summary report lists only totals for each facility and the grand totals.

*From Facility	BEGINNING ▼	GL Period	
*Thru Facility			
From Class			
Thru Class			
From Asset Number		*Status	
Thru Asset Number			
*Detail or Summary			

Period Standard Value Report (by Department) Routine

Use this routine to list amounts for standard values (COST, ACC DEPR, BOOK, and SALVAGE) for ACTIVE assets within the following criteria

- a specific GL period

- ranges of departments and asset numbers

- ranges of purchasing facilities, departments, and asset numbers

Report Information

This report contains the following information:

- purchase facility

- ACC DEPR for GL period, fiscal year, and year-to-date

- acquired date

- dollar value of all standard values

- schedule start date

- total years in schedule

- current year in schedule

You can print this report in detail or summary format. The detail report lists information for each facility. The summary report lists only totals for each facility and the grand totals.

| *From Facility | ▼ | GL Period | |
| *Thru Facility | | | |

| From Department | |
| Thru Department | |

| From Asset Number | | *Status | |
| Thru Asset Number | | | |

| *Detail or Summary | |

Current Year Standard Value Report (by Number) Routine

Use this routine to list amounts for standard values (COST, ACC DEPR, BOOK, and SALVAGE) for ACTIVE assets, or RETIRED assets, or both within the following criteria

- a specific GL period
- ranges of purchasing facilities and asset numbers

Report Information

This report contains the following information:

- purchase facility
- ACC DEPR for GL period, fiscal year, and year-to-date
- acquired date
- dollar value of all standard values
- schedule start date
- total years in schedule
- current year in schedule

You can print this report in detail or summary format. The detail report lists information for each facility. The summary report lists only totals for each facility and the grand totals.

| *From Facility | BEGINNING ▼ | From Asset Number | |
| *Thru Facility | | Thru Asset Number | |

| *Detail or Summary | |

Current Year Standard Value Report (by Class) Routine

Use this routine to list amounts for standard values (COST, ACC DEPR, BOOK, and SALVAGE) for ACTIVE assets within the following criteria

- a specific GL period

- ranges of purchasing facilities, classes, and asset numbers

Report Information

This report contains the following information:

- purchase facility

- ACC DEPR for GL period, fiscal year, and year-to-date

- acquired date

- dollar value of all standard values

- schedule start date

- total years in schedule

- current year in schedule

Sample of Report

You can print this report in detail or summary format. The detail report lists information for each facility. The summary report lists only totals for each facility and the grand totals.

Current Year Standard Value Report (by Department) Routine

Use this routine to list amounts for standard values (COST, ACC DEPR, BOOK, and SALVAGE) for ACTIVE assets, RETIRED assets, or both within the following criteria:

- a specific GL period

- ranges of departments and asset numbers

- ranges of purchasing facilities, departments, and asset numbers

Report Information

This report contains the following information:

- purchase facility
- ACC DEPR for GL period, fiscal year, and year-to-date
- acquired date
- dollar value of all standard values
- schedule start date
- total years in schedule
- current year in schedule

You can print this report in detail or summary format. The detail report lists information for each facility. The summary report lists only totals for each facility and the grand totals.

Standard Medicare Asset Report

Use this routine to create reports that comply with MEDICARE old/new reporting requirements. The date at the **Standard Medicare Old Asset Date** parameter determines whether an asset is old or new. (The date appears on this screen for reference.)

You can use either the contract acquired date to compare to the Standard Medicare Old Asset Date. If the contract or acquired date is earlier than the Standard Medicare Old Asset Date, the date is an old date.

You can run this report if the following conditions are true.

- The GL period is closed.
- The following standard entries exist in the FA Value Dictionary:
  - COST
  - ACC DEPR
  - Book (Derived from COST and ACC DEPR)

- Your Health Care Organization assigned you access (via the Financial Data Access Type prompt in the MIS User Dictionary) to this financial information.

On this report, you can

- list the assets for a range of facilities and a range of asset numbers
- include new assets, old assets, or both
- include assets with a status of ACTIVE, RETIRED, or both
- use the contract date or acquired date for assets

Standard Medicare Old Asset Date	07/01/01	
GL Period		
*From Facility *Thru Facility		*From Asset Number *Thru Asset Number
*List New or Old Assets Use Contract Date		
For Status		
Active Retired		

Activity Reports

Overview of Activity Reports

Use these reports to review all activity for assets for specified time periods.

You can print the activity reports using the following categories:

- Summaries
- Comparisons
- Detail (period end only)
- Schedule History (year end only)

📓 Note: You can print the Activity Summary by period and by year. You can also print the Activity Detail and Schedule History reports via the Process Asset Routine for the asset entered at the **Asset Number** prompt.

Summaries

Activity Reports - Summaries

Use these reports to review dollar amounts for one or all asset values within a range of periods or years.

The summary reports summarize fiscal amounts for one specific value or all values.

Sample of Reports

Activity Summary Reports By GL Period

Overview of Activity Summary Reports By GL Period

You can print the activity report summaries by GL period using the following formats:

- one value
  - Number
  - Class
  - Department
- all values
  - Number
  - Class
  - Department

Activity Summary for One Value by Period (by Number) Routine

Use this routine to review asset activity for one asset value for specified GL periods sorted by asset number.

This report lists assets with a status of ACTIVE or RETIRED, or both within ranges of

- purchasing facilities
- asset values
- asset numbers
- GL periods
- acquired dates

Report Information

This report contains the following information:

- open balance by period
- close balance by period
- transaction amounts
- schedule information

Activity Summary for One Value by Period (by Class) Routine

Use this routine to review asset activity for one asset value for specified GL periods sorted by asset class.

This report lists assets with a status of ACTIVE or RETIRED, or both within ranges of

- purchasing facilities
- asset values
- asset numbers within class
- GL periods
- acquired dates

Report Information

This report contains the following information:

- open balance by period
- close balance by period
- transaction amounts
- schedule information

Activity Summary for One Value by Period (by Department) Routine

Use this routine to review asset activity for one asset value for specified GL periods sorted by department.

This report lists assets with a status of ACTIVE, RETIRED, or both within ranges of

- purchasing facilities
- asset values
- asset numbers within department
- GL periods
- acquired dates

Report Information

This report contains the following information:

- open balance by period
- close balance by period
- transaction amounts
- schedule information

Activity Summary for All Values by Period (by Number) Routine

Use this routine to review asset activity for asset values for specified GL periods sorted by asset number.

This report lists assets with a status of ACTIVE or RETIRED, or both within ranges of

- purchasing facilities
- asset values
- asset numbers
- GL periods
- acquired dates

Report Information

This report contains the following information:

- open balance by period
- close balance by period
- transaction amounts
- schedule information

Activity Summary for All Values by Period (by Class) Routine

Use this routine to review asset activity for asset values for specified GL periods sorted by asset class.

This report lists assets with a status of ACTIVE or RETIRED, or both within ranges of

- purchasing facilities
- asset values
- asset numbers within class
- GL periods
- acquired dates

Report Information

This report contains the following information:

- open balance by period
- close balance by period
- transaction amounts
- schedule information

```
*From Facility     [                                    ▼]
*Thru Facility     [                                     ]

*From Asset Class  [            ]     From Asset Number  [            ]
*Thru Asset Class  [            ]     Thru Asset Number  [            ]

*From Period       [            ]    *From Acquired Date [            ]
*Thru Period       [            ]    *Thru Acquired Date [            ]

*Active or Retired or Both  [                            ]
```

Activity Summary for All Values by Period (by Department) Routine

Use this routine to review asset activity for asset values for specified GL periods sorted by department.

This report lists assets with a status of ACTIVE, RETIRED, or both within ranges of

- purchasing facilities
- asset values
- asset numbers within department
- GL periods
- acquired dates

Report Information

This report contains the following information:

- open balance by period
- close balance by period
- transaction amounts
- schedule information

Activity Summary Reports By Fiscal Year

Overview of Activity Summary Reports By Fiscal Year

You can print the activity report summaries by fiscal year using the following formats:

- one value
  - Number
  - Class
  - Department
- all values
  - Number
  - Class
  - Department

Activity Summary for One Value by Year (by Number) Routine

Use this routine to review asset activity for one asset value for specified GL periods sorted by asset number.

This report lists assets with a status of ACTIVE or RETIRED, or both within ranges of

- purchasing facilities

- asset values

- asset numbers

- fiscal years

- acquired dates

Report Information

This report contains the following information:

- open balance by period

- close balance by period

- transaction amounts

- schedule information

Activity Summary for One Value by Year (by Class) Routine

Use this routine to review asset activity for one asset value for specified GL periods sorted by asset class.

This report lists assets with a status of ACTIVE, RETIRED, or both within ranges of

- purchasing facilities

- asset values

- asset numbers within class

- fiscal years

- acquired dates

Report Information

This report contains the following information:

- open balance by period
- close balance by period
- transaction amounts
- schedule information

Activity Summary for One Value by Year (by Department) Routine

Use this routine to review asset activity for one asset value for specified GL periods sorted by department.

This report lists assets with a status of ACTIVE, RETIRED, or both within ranges of

- purchasing facilities
- asset values
- asset numbers within department
- fiscal years
- acquired dates

Report Information

This report contains the following information:

- open balance by period
- close balance by period
- transaction amounts
- schedule information

Activity Summary for All Values by Year (by Number) Routine

Use this routine to review asset activity for asset values for specified GL periods sorted by asset number.

This report lists assets with a status of ACTIVE or RETIRED, or both within ranges of

- purchasing facilities
- asset values
- asset numbers
- fiscal years
- acquired dates

Report Information

This report contains the following information:

- open balance by period
- close balance by period
- transaction amounts
- schedule information

Activity Summary for All Values by Year (by Class) Routine

Use this routine to review asset activity for asset values for specified GL periods sorted by asset class.

This report lists assets with a status of ACTIVE, RETIRED, or both within ranges of

- purchasing facilities
- asset values
- asset numbers within class
- fiscal years
- acquired dates

Report Information

This report contains the following information:

- open balance by period
- close balance by period
- transaction amounts
- schedule information

Activity Summary for All Values by Year (by Department) Routine

Use this routine to review asset activity for asset values for specified GL periods sorted by department

This report lists assets with a status of ACTIVE, RETIRED, or both within ranges of

- purchasing facilities
- asset values
- asset numbers within department
- fiscal years
- acquired dates

Report Information

This report contains the following information:

- open balance by period
- close balance by period
- transaction amounts
- schedule information

```
*From Facility    BEGINNING                                        ▼
*Thru Facility

*From Department    [          ]      From Asset Number    [          ]
*Thru Department    [          ]      Thru Asset Number    [          ]

*From Fiscal Year   [          ]     *From Acquired Date   [          ]
*Thru Fiscal Year   [          ]     *Thru Acquired Date   [          ]

*Active or Retired or Both   [                          ]
```

Comparisons

Overview of Activity Report Comparisons

Use these reports to compare how amounts for a range of assets vary from period to period or year to year.

You can print the activity report comparisons using the following formats:

- GL period
  - Number
  - Class
  - Department
- fiscal year
  - Number
  - Class
  - Department

Sample of Reports

Activity Comparison by Periods (by Number) Routine

Use this routine to review asset activity for one asset value for specified GL periods sorted by asset number.

This report lists a assets with a status of ACTIVE or RETIRED, or both within ranges of

- purchasing facilities
- asset values
- asset numbers
- GL periods
- acquired dates

Report Information

This report contains the following information:

- open balance by period
- close balance by period
- transaction amounts
- schedule information

*For Value		
*From Facility	From Asset Number	
*Thru Facility	Thru Asset Number	
*From Period	*From Acquired Date	
*Thru Period	*Thru Acquired Date	
*Active or Retired or Both		

Activity Comparison by Periods (by Class) Routine

Use this routine to review asset activity for one asset value for specified GL periods sorted by asset class.

This report lists assets with a status of ACTIVE or RETIRED, or both within ranges of

- purchasing facilities
- asset values
- asset numbers within class
- GL periods
- acquired dates

Report Information

This report contains the following information:

- open balance by period
- close balance by period
- transaction amounts
- schedule information

```
*For Value          [                                    ▼]

*From Facility      [                                     ]
*Thru Facility      [                                     ]

*From Asset Class   [              ]   From Asset Number  [         ]
*Thru Asset Class   [              ]   Thru Asset Number  [         ]

*From Period        [              ]  *From Acquired Date [         ]
*Thru Period        [              ]  *Thru Acquired Date [         ]

*Active or Retired or Both  [                             ]
```

Activity Comparison by Periods (by Department) Routine

Use this routine to review asset activity for one asset value for specified GL periods sorted by department.

This report lists assets with a status of ACTIVE, RETIRED, or both within ranges of

- purchasing facilities!JumpId(mm.hlp,Security_Rules_for_Purchasing_Faciliti
- asset values
- asset numbers within department
- GL periods
- acquired dates

Report Information

This report contains the following information:

- open balance by period
- close balance by period
- transaction amounts
- schedule information

Activity Comparison by Years (by Number) Routine

Use this routine to review asset activity for one asset value for specified GL periods sorted by asset number.

This report lists assets with a status of ACTIVE or RETIRED, or both within ranges of

- purchasing facilities
- asset values
- asset numbers
- fiscal years
- acquired dates

Report Information

This report contains the following information:

- open balance by period
- close balance by period
- transaction amounts
- schedule information

Activity Comparison by Years (by Class) Routine

Use this routine to review asset activity for one asset value for specified GL periods sorted by class.

This report lists assets with a status of ACTIVE or RETIRED, or both within ranges of

- purchasing facilities
- asset values
- asset numbers
- fiscal years
- acquired dates

Report Information

This report contains the following information:

- open balance by period
- close balance by period
- transaction amounts
- schedule information

Activity Comparison by Years (by Department) Routine

Use this routine to review asset activity for one asset value for specified GL periods sorted by department.

This report lists assets with a status of ACTIVE, RETIRED, or both within ranges of

- purchasing facilities
- asset values
- asset numbers within department
- fiscal years
- acquired dates

Report Information

This report contains the following information:

- open balance by period
- close balance by period
- transaction amounts
- schedule information

*For Value	
*From Facility	
*Thru Facility	

*From Department		From Asset Number	
*Thru Department		Thru Asset Number	

*From Fiscal Year		*From Acquired Date	
*Thru Fiscal Year		*From Acquired Date	

*Active or Retired or Both	

Detail (Period End Only)

Overview of Activity Reports - Detail (Period End Only)

Use these reports to view all transactions applied to assets for a range of periods or years.

The detail reports list fiscal amounts for a specified range of periods. The detail reports also include all scheduled and direct transactions you apply to each asset for each fiscal period.

You can print the activity report detail using one of the following formats

- Number
- Class
- Department

Sample of Report

Activity Detail (by Number) Routine

Use this routine to review asset activity for one asset value for specified GL periods sorted by asset number.

This report lists assets with a status of ACTIVE or RETIRED, or both within ranges of

- purchasing facilities
- asset values
- asset numbers
- GL periods
- acquired dates

Report Information

This report contains the following information:

- open balance by period
- close balance by period
- transaction detail
- schedule information

Activity Detail (by Class) Routine

Use this routine to review asset activity for one asset value for specified GL periods sorted by asset class.

This report lists assets with a status of ACTIVE, RETIRED, or both within ranges of

- purchasing facilities
- asset values
- asset numbers within class
- GL periods
- acquired dates

Report Information

This report contains the following information:

- open balance by period
- close balance by period
- transaction amounts
- schedule information

Activity Detail (by Department) Routine

Use this routine to review asset activity for one asset value for specified GL periods sorted by department.

This report lists assets with a status of ACTIVE, RETIRED, or both within ranges of

- purchasing facilities
- asset values
- asset numbers within department
- GL periods
- acquired dates

Report Information

This report contains the following information:

- open balance by period
- close balance by period
- transaction amounts
- schedule information

*For Value	
*From Facility *Thru Facility	
*From Department *Thru Department	From Asset Number Thru Asset Number
*From Period *Thru Period	*From Acquired Date *Thru Acquired Date
*Active or Retired or Both	

Schedule History (Year End Only)

Overview of Activity Reports - Schedule History (year end only)

Use these reports to document a range of asset schedules and any changes made to these schedules. The schedule history reports list all schedule information, current and past, for selected assets.

You can print the activity report schedule history using one of the following formats

- Number
- Class
- Department

Schedule History (by Number) Routine

Use this routine to review asset activity for one asset value for specified GL periods sorted by asset number.

This report lists assets with a status of ACTIVE or RETIRED, or both, or both within ranges of

- purchasing facilities

- asset values

- asset numbers

- fiscal years

- acquired dates

Report Information

This report contains the following information:

- open balance by period

- close balance by period

- transaction amounts

- schedule information

Schedule History (by Class) Routine

Use this routine to review asset activity for one asset value for specified GL periods sorted by asset class.

This report lists assets with a status of ACTIVE, RETIRED, or both within ranges of

- purchasing facilities

- asset values

- asset numbers within class

- fiscal years

- acquired dates

Report Information

This report contains the following information:

- open balance by period
- close balance by period
- transaction amounts
- schedule information

```
*For Value          [                                              ▼]

*From Facility      [                                               ]
*Thru Facility      [                                               ]

*From Asset Class   [                    ]    From Asset Number  [        ]
*Thru Asset Class   [                    ]    Thru Asset Number  [        ]

*From Fiscal Year   [                    ]   *From Acquired Date [        ]
*Thru Fiscal Year   [                    ]   *Thru Acquired Date [        ]

*Active or Retired or Both  [                                     ]
```

Schedule History (by Department) Routine

Use this routine to review asset activity for one asset value for specified GL periods sorted by department.

This report lists assets with a status of ACTIVE, RETIRED, or both within ranges of

- purchasing facilities
- asset values
- asset numbers within department
- fiscal years
- acquired dates

Report Information

This report contains the following information:

- open balance by period

- close balance by period

- transaction amounts

- schedule information

*For Value		▼
*From Facility		
*Thru Facility		

*From Department		From Asset Number	
*Thru Department		Thru Asset Number	
*From Fiscal Year		*From Acquired Date	
*Thru Fiscal Year		*Thru Acquired Date	
*Active or Retired or Both			

Miscellaneous Reports

Overview of Miscellaneous Reports

Use the following reports to print FA information.

- List Assets Initialized From MM-AP Routine

- Asset Number Changes Report

- Department Changes Report Routine

- Asset GL Account Exception Report Routine

List Assets Initialized From MM-AP Routine

Use this routine to list assets initialized via MM-AP link numbers. You can create this report for a user-specified set of link dates (the date on which the asset was initialized) and asset numbers.

In addition, you can restrict the report to a user, MM database, or both.

Information on the Assets Initialized From MM-AP Report

The report lists the following asset information by asset number.

- asset description
- vendor
- manufacturer
- PO number
- invoice number and line number

The report also lists the following link information.

- database on which the link was established
- link number
- user who initialized the asset
- date on which the link was established
- quantity

Asset Number Changes Report

Use this routine to list changes made to asset numbers.

You can list assets by status (ACTIVE, RETIRED, or INITIAL), or all assets within ranges of

- departments
- classes
- dates of change

Report Information

The following information appears on the report.

- asset description
- date and time of asset number change
- id of person who made the change
- old and new asset number

Department Changes Report Routine

Use this routine to list changes made to department numbers.

You can list changes by status (ACTIVE, or RETIRED), or all assets within ranges of

- purchasing facilities
- departments
- classes
- dates of change

Report Information

- asset description
- date and time of asset number change
- id of person who made the change
- old and new department number

Asset GL Account Exception Report Routine

Use this routine to list all assets whose GL Asset Acct # and/or GL Acc Depr Acct # does not match the GL accounts as defined in the FA Class Dictionary.

You can list sets of ACTIVE or INITIAL status, or all assets within sets of purchasing facilities, and classes.

Report Information

- asset description
- actual and default Asset Acct
- actual and default Acc Depr Acct

System Maintenance Routines

Overview of the System Maintenance Routines

Use the following routines to perform the following functions.

To do this	Use this routine
View the status of the FA system for the current open period.	View System Status Routine
Close a fiscal period and establish the next fiscal period in the FA Module.	Close Period Routine
View the current fiscal period and check the progress of the Close Period Background Job.	Check Background Period Closing Routine
Print a base value, depreciation value, and the activity for a GL period.	Period End Summary Report Routine
Purge assets.	FA Asset Purge Process Routine
List conflicts between an asset's department, GL accounts, and the purchasing facility's corporation.	Facility Conflict Report
Change an asset's purchasing facility prior to creating a scheduled transaction for an asset.	Change Purchasing Facility Routine
Print a report of all purchasing facility changes.	Facility Changes Report

View System Status Routine

Use this routine to view the following for the current open period:

- list of values (by facility) and their statuses, the dates they were created, and the user who created them

- status of the FA background job

- status of the last Midnight Run and its last started and last finished dates and times

- the background job client (user) that is running this job

Close Period Routine

Overview of the Close Period Routine

Use this routine to close a fiscal period and establish the next fiscal period within the FA Module. After you close a period, you cannot create further transactions for posting for that

period. Also, you cannot create scheduled transactions for a new fiscal period until you close the current fiscal period.

You can run this routine only after you post all purchasing facility's scheduled transactions for the period. If all purchasing facilities are not posted, a system message appears. The system prints a report that lists the purchasing facilities that must be posted.

This routine

- initiates the start of a new fiscal period enabling you to create scheduled transactions for the new fiscal period
- creates financial statistics for each asset
- establishes a new fiscal period
- prepares all ACTIVE assets to receive new scheduled transactions
- allows you to create reports in varied formats showing statistical and financial asset information

Note: The next period, and its complete fiscal year, must be defined in the MIS Module's Accounting Period Dictionary

Current Open Period	MAR 2004

When to Close a Period

Closing fiscal periods depends on how you define an asset value's scheduled frequency (defined in the FA Value Dictionary).

If an asset value's schedule frequency is defined as GL PERIOD, you create and post scheduled transactions then close the period every month.

If an asset value's schedule frequency is defined as YEAR END, you create and post scheduled transactions at the end of the fiscal year. However, the Close Period Routine must be run at the end of each fiscal period.

Prerequisites to Closing a Period

You can close a period only if all of the following conditions are met.

- the current date is later than the ending date of the period

- the next period and its complete fiscal year are defined in the MIS Accounting Period Dictionary

- none of the following routines are processing information

  - Process Asset Routine

  - Check Eligibility For Activation Routine

  - Activate Assets Routine

  - Create Scheduled Transactions Routine

  - Add/Re-Calculate/Delete Scheduled Transaction Routine

  - Post Scheduled Transactions Routine

- you have posted all scheduled transactions for any asset value that has a required schedule for the current period (defined in the FA Value Dictionary)

- all batches for the General Ledger (GL) Module are complete

If any of the above conditions cannot be met, a message appears stating the problem. You must correct the problem before you can proceed with the closing.

If all conditions are met, the **Close This Period?** prompt appears. If you enter **Y**, the routine starts a background job to close the period.

Effects of Closing a Period

When the Fixed Assets Module closes the current fiscal period, the module establishes a background job that performs the following.

- all ACTIVE asset's amounts are initialized for the next fiscal period

- the current period is locked to prevent further postings of transactions

- at year end:

  - for INITIAL assets, the year-to-date activity is added to the start of next year's amounts and the current year's amounts are zeroed out

  - for ACTIVE assets, starting amounts are set up for the new year, and the current schedule information is saved for schedule history reports

- the next period is set up

📓 Note: You can check on the progress of the background job using the Check Background Period Closing Routine.

Check Background Period Closing Routine

Use this routine to

- check on the progress of the FA background job closing the period

- see the current fiscal period

The following conditions can occur when you run the Check Background Period Closing Routine while the Close Period Routine is running.

Message	Condition of the Close Period Routine
(Next fiscal period) now open.	Completed and the next fiscal period is open
Background job for (current fiscal period) still running.	Not yet completed
Background job for (current fiscal period) aborted.	Experienced a system failure and is unable to finish

Period End Summary Report Routine

Use this routine to list a base value, a depreciation value, and the activity for a specified GL period.

This report lists assets with a status of ACTIVE, RETIRED, or both within ranges of

- purchasing facilities
- classes
- departments

Report Information

The report information includes

- class or department totals for period and YTD
- class or department total comparisons

In addition to the final report for a period, you can print a preliminary report for the current period. The preliminary report includes amounts for

- a schedule that has been created but not posted
- a schedule that has been posted
- any direct transactions

The preliminary report provides information that a site may need to determine changes that should be made before the final posting.

FA Asset Purge Process Screen

Overview of the FA Asset Purge Process Screen

Use the routines on this screen to permanently delete RETIRED assets from the Fixed Assets database in order to create more storage space.

📋 Note: The ability to archive data requires the license and implementation of MEDITECH's Data Archiving application. If your organization has not licensed Data Archiving, please contact your marketing consultant for additional information.

The FA Asset Purge Process screen consists of the following routines. You execute them in the order outlined below.

1)   Compile Asset Purge List

2)   Asset Purge Report

3)   Execute Purge

The assets must meet the following criteria in order to be purged.

- a status of RETIRED

- no scheduled transactions pending

- no book value

- exceeded the minimum number of years defined in the **Number of Complete Fiscal Years to Keep Retired Assets** parameter

📋 Notes: You may not have access to all of the routines. Your access to these routines and whether they appear on menus is controlled by the FA Option Set and FA Access dictionaries.

FA Asset Purge for Facility		No previous purges				

Facility ▾	Assets Compiled	Assets Rejected	Assets Purged	Last Asset Compiled	Last Asset Purged
ⓘ FAC-AP343					
ⓘ FACILITY A	0	2			
ⓘ FACILITY B	0	1			
ⓘ MM-PHA.A					

	Job/Status	Date	Time	User
Compile	3499929	12/14/06	1331	BRJE
Print	PRINTED	03/29/07	1500	CMUNNS
Purge				

| Compile | List | Purge |

Purge Routine Run Statistics

As you complete each of the Asset Purge Routines, the following information appears on the FA Asset Purge Process screen:

- performance information
  - number of assets processed
  - number of assets rejected
  - last asset number processed

- run information
  - date completed
  - time completed
  - completed by whom

- information from a simultaneously running purge routine
  - status of purge
  - who is running purge

📋 Note: If another user initiates a purge, the system displays the action being taken and by whom. To ensure purges do not interfere with each other, contact the other user before you purge.

Archiving in the Fixed Assets Module

Two methods of archiving are available in Fixed Assets (FA). You can manually archive most reports via the Archive button on the Print Destination Window. If the Archiving button is disabled in the Print Destination Window, or if you are not authorized to archive via the MIS User Dictionary, archiving is not available for that report.

📋 Note: You cannot use archived data to create MAGIC CS data. Once you purge data, you cannot recover it and use it again.

The Fixed Assets Module also includes an Automatic Archiving feature that, if enabled, creates an archive copy of data you have selected for purging via the FA Asset Purge Routine. Archiving occurs during the first step of the purge process when you select assets to purge and before actual purging takes place. Your MEDITECH Applications Specialist enables the Automatic Archiving feature for Fixed Assets via the following FA parameters.

- Number of Complete Fiscal Years to Keep Retired Assets Prompt

- Archive Purged Assets? Prompt

Both of these parameters must be activated for you to use the Automatic Archive feature in FA. If you have questions, contact your MEDITECH Applications Specialist.

Viewing Archived Data

You cannot view or print archived documents in FA. The FA module sends archived documents to the MIS Outbox. You use the MIS Process Archive Documents Routine.

Compile Asset Purge List Routine

This routine is the first step in the FA Asset Purge Process screen. You use this routine to select assets to purge. The system de-indexes all eligible assets and rejects the rest from purging. The system saves eligible assets in a purge list. If archiving has been activated, the system sends a copy of the Current Status Report to the MIS Outbox for archiving.

Enter your selection criteria into the fields on this screen. When you finish, click on . The system returns you to the FA Asset Purge Process screen. The status of the compile appears at the **Current Status** prompt. To get a status update (if any), click on the Re-Display button.

When the compilation is complete, the date and time of completion appear at the **Compile** prompt. The results of the compilation appear at the **Number of Assets** prompts. If the number in the **Compiled** field is 0, then no assets satisfy the selection criteria. Enter another selection or end the FA Asset Purge Process Routine.

📓 Notes: The system considers only assets whose latest value amount is zero or less.

   If either the Close Period or Change Asset functions are active, you cannot run this routine.

Asset Purge Report

This routine is the second step in the FA Asset Purge Process screen. Use this report to verify that the assets compiled by the Compile Asset Purge List Routine are the ones you want to purge. If not, rerun the compile routine.

You can print this report immediately after the compile routine has run as well as after the Execute Purge Routine has run.

If you print immediately after a compilation, the report includes a complete description of all assets eligible for purging. The system provides the following details:

- status
- department
- vendor
- class
- GL accounts
- manufacturer names

📓 Note: For each asset, the status, retired date, and acquired date are included with final amounts for all associated values.

Excluding Assets

If you want to exclude any compiled assets from the purge, rerun the Compile Asset Purge List Routine. Use the same criteria from the previous run of the Compile Asset Purge List Routine. Then, at the **Asset Purge – Assets Exception List** prompt, enter the assets to exclude.

Purge Exception Report

If you print the Asset Purge Report after the Execute Purge Routine, the Purge Exception Report prints. The report lists any assets rejected by the purge along with the reason for the rejection.

Execute Purge Routine

This routine is the third step in the FA Asset Purge Process screen. You use this routine to permanently remove eligible fixed assets found by the Compile Asset Purge List Routine. You can run this routine only after you run the compile routine and print the Asset Purge Report.

Information from the Compile Asset Purge List Routine appears on the screen. Confirm that you have selected the correct assets before proceeding

Verifying Purged Assets

Some assets may be ineligible for purging. For example, assets with pending transactions are ineligible.

After executing the purge, rerun the Asset Purge Report. This report lists each asset rejected by this routine and includes the reason for the rejection.

Note: If either the Close Period or Change Asset functions are active, you cannot run this routine.

Re-Display Current Status Routine

Use this routine to display the updated status of the current compilation. When you click on the Re-Display button, the system refreshes the screen and displays the latest information (if any) on the background job on which the compilation is running.

Facility Conflict Report

Use this routine to list all conflicts between an asset's department, GL accounts and the purchasing facility's corporation. If conflicts exist after you run the Change Purchasing Facility Routine, this report prints automatically.

The following table lists the checks, potential problems, and error messages that appear on this report.

Checks the Asset's	If the	Error Message
Department	Department is not found.	Asset does not have a department.

Checks the Asset's	If the	Error Message
	Department does not match any of the selected purchasing facility's corporations.	Dept <dept name> cannot be in Facility <facility mnemonic>.
Account number and accumulated depreciation account number	Account is not active.	GL Asset/GL Accumulated Depreciation) Account # <#> is not active.
	Account is not allowed for the selected purchasing facilty.	GL Asset/GL Accumulated Depreciation) Account # <#> cannot be used with Facility <facility mnemonic>.
GL expense accounts by department	Corporation for the departments is not authorized for the purchasing facility.	Dept <dept #> does not have an appropriate expense account for use with Facility <facility mnemonic>.
GL expense accounts by account number	Account is not active.	GL Expense Account # <#> is not active.
	Account is not authorized for the selected purchasing facility.	GL Expense Account # <#> cannot be used with Facility <facility mnemonic>.

Change Purchasing Facility Routine

Use this routine to change an asset's purchasing facility prior to creating a scheduled transaction for the asset. You can change an INITIAL or INIT-PR asset's purchasing facility at anytime.

Changing an ACTIVE asset's purchasing facility can cause the following problems:

Client/Server Fixed Assets Application User Manual

- conflicts between an asset's department and the facility's corporation

- conflicts between GL accounts and the facility's corporation

- tracking the asset's scheduled depreciation

- double posting of schedules

To change or monitor an asset's purchasing facility, you can use the following routines.

To	Use This Routine
Identify an asset's purchasing facility.	Asset Facility Inquiry Routine
Change an asset's purchasing facility.	Change Purchasing Facility Routine
Identify potential conflicts with an asset's purchasing facility	Facility Conflict Report
List changes made to an asset's purchasing facility	Facility Changes Report

Facility Changes Report

_Use this report to print an audit trail of all purchasing facility changes. You can select ranges of purchasing facilities, assets, departments, classes, and edit dates for this report. You can also select ACTIVE, INITIAL, RETIRED, or all assets.

The following information appears on this report:

- asset number and description

- status

- department

- class

- date and time of the change

- the user who made the change

- old and new facility

| *From Facility | | From Asset Number | |
| *Thru Facility | | Thru Asset Number | |

| *Status | |

| *From Department | | *From Class | |
| *Thru Department | | *Thru Class | |

| *From Date | |
| *Thru Date | |

General Ledger Budgets

Overview for General Ledger Budgets

You can create a budget file containing Fixed Asset (FA) depreciation expenses calculated for a given future fiscal year. This feature ensures that your General Ledger (GL) budget accurately reflects asset depreciation expenses.

Budgets are created in GL. However, GL cannot determine which assets are ACTIVE, RETIRED , or fully depreciated for the fiscal year in which GL is creating a budget. To correctly project asset depreciation expenses, you use FA.

Effect of FA Budgets

FA budget information does <u>not</u> affect

- the normal flow of assets within FA

- accounts within GL

Steps for Creating a Budget

To create a budget, follow the steps below.

1) Verify the contents of the GL Budget Transfer File using the List GL Budgets Routine.

2) Create a set of schedule projections using the Create Schedule Projections By GL Account Routine.

3) Verify the schedule projections using the List Schedule Projections By GL Account Routine and the List Schedule Projections By GL Account By Department Routine.

4) Create a budget file with the schedule projections using the Create GL Budgets Routine.

5) Transfer the GL Budget File using General Ledger's Read Budgets From Applications Routine.

Creating Schedule Projections

Overview for Creating Schedule Projections

When creating General Ledger (GL) budgets in Fixed Assets (FA), you must first create schedule projections using the Create Schedule Projections By GL Account Routine.

📓 Note: The figures from the Create Schedule Projections By GL Account Routine do not affect the Fixed Assets or General Ledger modules. The system treats these figures independently from the scheduled and direct transactions sent to GL.

Frequency for Creating Schedule Projections

Create schedule projections when you need to access FA depreciation expense information for a GL budget.

Selecting Assets for Schedule Projections

Prior to creating schedule projections (via the Create Schedule Projections By GL Account Routine), use the following reports to view the projections that Fixed Assets sends to General Ledger.

- Asset Projection Reports
- Grouped Projections Scheduled Projection Reports For GL Periods
- Grouped Projections Scheduled Projection Reports For Fiscal Years

Asset Projections Reports

Overview of Asset Projections Reports

These reports list the scheduled projections for one value. Use these reports to view schedule projections for future years.

You can list the information for these reports by

- asset number
- class
- department

Schedule Projection Report by Number Routine

Use this routine to list scheduled projections for one value which meet the following criteria:

- in a particular fiscal year
- ACTIVE or INACTIVE status
- within a set of purchasing facilities and asset numbers

You can include a series of derived values.

Report Information

This report contains the following information:

- schedule information

- ACC DEPR information for current year and end of year

- ACC DEPR by year and totals

- derived values (optional)
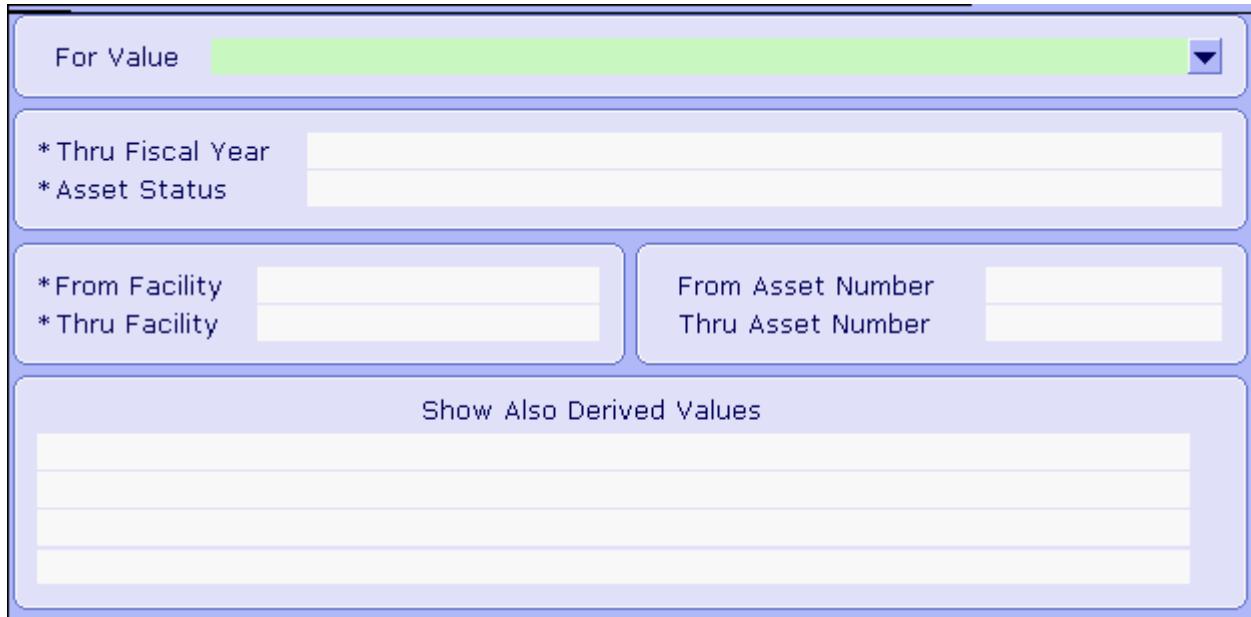
Schedule Projection Report by Class Routine

Use this routine to list scheduled projections for one value which meet the following criteria:

- in a particular fiscal year

- ACTIVE or INACTIVE status

- within a set of asset classes

- within a set of purchasing facilities and asset numbers

You can include a series of derived values.

Report Information

This report contains the following information:

- schedule information

- ACC DEPR information for current year and end of year

- ACC DEPR by year and totals

- derived values (optional)

For Value		
*Thru Fiscal Year	*From Facility	
*Asset Status	*Thru Facility	
*From Asset Class	From Asset Number	
*Thru Asset Class	Thru Asset Number	

Show Also Derived Values

Schedule Projection Report by Department Routine

Use this routine to list scheduled projections for one value which meet the following criteria:

- in a particular fiscal year
- ACTIVE or INACTIVE status
- within a set of departments
- within a set of purchasing facilities and asset numbers

You can include a series of derived values.

Report Information

This report contains the following information:

- schedule information
- ACC DEPR information for current year and end of year
- ACC DEPR by year and totals
- derived values (optional)

Grouped Projections Reports for GL Periods

Overview of the Grouped Projections (Schedule Projections) Reports for GL Periods

These reports list the predicted asset values for a given asset value. Values appear by GL period for a specified fiscal year.

Use these reports to review the GL Budgets Routine distribution of asset values across GL Periods for a specified fiscal year and to view expected depreciation expenses for a specified GL Value for each GL Period.

You can list the information for these reports by

- asset number
- class
- department

Schedule Projection Report for GL Periods (by Number) Routine

Use this routine to list scheduled projections for one value which meet the following criteria:

- all asset statuses
- a particular fiscal year
- a set of GL periods
- within a set of purchasing facilities and asset numbers

Report Information

This report contains the following information:

- ACC DEPR information for each asset by GL period

- ACC DEPR totals by GL period

- totals by asset
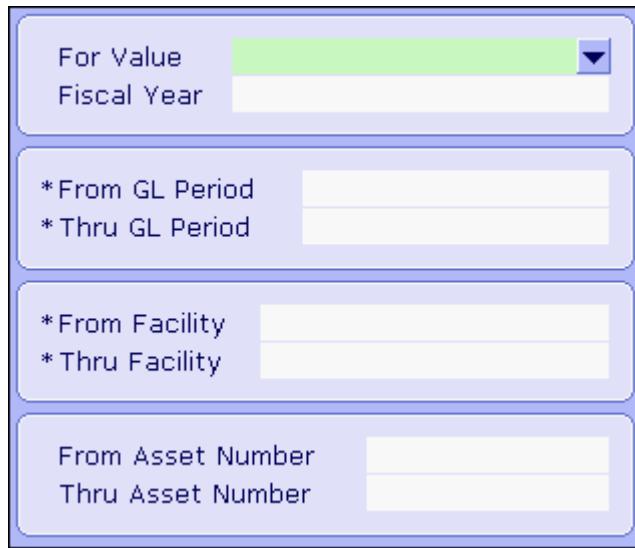
Schedule Projection Report for GL Periods (by Class) Routine

Use this routine to list scheduled projections for one value which meet the following criteria:

- all asset statuses
- a particular fiscal year
- a set of GL periods
- a set of asset classes
- within a set of purchasing facilities and asset numbers

Report Information

This report contains the following information:

- ACC DEPR information for each class by GL period

- totals by class

- totals by GL period

You have the option to include the following information for assets within each class:

- ACC DEPR information for each asset by GL period
- totals by asset

Schedule Projection Report for GL Periods (by Department) Routine

Use this routine to list scheduled projections for one value which meet the following criteria.

- all asset statuses
- a particular fiscal year
- a set of GL periods
- a set of departments
- within a set of purchasing facilities and asset numbers

Report Information

This report contains the following information:

- ACC DEPR information for each department by GL period
- totals by department
- totals by GL period

You have the option to include the following information for assets within each department:

- ACC DEPR information for each asset by GL period
- totals by asset

Grouped Projections Reports for Fiscal Years

Overview of the Grouped Projections (Schedule Projections) Reports for Fiscal Years

These reports list the predicted asset values for a given asset value. Values list by fiscal year.

Use these reports to review the total asset value for each asset for a set of fiscal years and to estimate the depreciation expenses produced by the GL Budgets Routine.

You can list the information for these reports by

- asset number
- class
- department

Schedule Projection Report for Fiscal Years (by Number) Routine

Use this routine to list scheduled projections for one value which meet the following criteria.

- all asset statuses
- a set of fiscal years
- within a set of purchasing facilities and asset numbers

Report Information

This report contains the following information:

- ACC DEPR information for each asset by fiscal year
- ACC DEPR totals by fiscal year
- totals by asset

Schedule Projection Report for Fiscal Years (by Class) Routine

Use this routine to list scheduled projections for one value which meet the following criteria.

- all asset statuses
- a set of fiscal years
- a set of asset classes
- within a set of purchasing facilities and asset numbers

Report Information

This report contains the following information:

- ACC DEPR information for each class by fiscal year
- totals by class
- totals by fiscal year

You have the option to include the following information for assets within each class:

- ACC DEPR information for each asset by fiscal year
- totals by asset

Schedule Projection Report for Fiscal Years (by Department) Routine

Use this routine to list scheduled projections for one value which meet the following criteria.

- all asset statuses
- a set of fiscal years
- a set of departments
- within a set of purchasing facilities and asset numbers

Report Information

This report contains the following information:

- ACC DEPR information for each department by fiscal year
- totals by department
- totals by fiscal year

You have the option to include the following information for assets within each department:

- ACC DEPR information for each asset by fiscal year
- totals by asset

For Value	
*From Fiscal Year	*From Facility
*Thru Fiscal Year	*Thru Facility
*From Department	From Asset Number
*Thru Department	Thru Asset Number
*Suppress Detail	

Create Schedule Projections by GL Account Routine

Use this routine to create schedule projections when it is necessary to send information to the General Ledger (GL) Module. You can generate this report for assets with a status of ACTIVE or INITIAL, or both within a range of purchasing facilities. You can also select classes, departments, or both.

Schedule projections are each asset's depreciation expenses for a future fiscal year.

Calculating Schedule Projections

Fixed Assets calculates schedule projections using the GL Distribution percentages you enter at the **Percent** prompt in the Enter/Edit Asset GL Distribution (Process Asset) Routine.

GL Value	ACC DEPR
Fiscal Year	
Select By	
*From Facility	From Asset Number
*Thru Facility	Thru Asset Number
From Asset Class	From Department
Thru Asset Class	Thru Department
*Assets to Include Active or Initial or Both	
If Including Initial Assets Exclude or Restrict To or Include Proposed Assets	
Creating File Number	

Delete Schedule Projection File by GL Account Routine

Use this routine to eliminate all Schedule Projection files no longer pertinent for developing GL budgets. You must be authorized to use the purchasing facilities that you enter.

Enter the Schedule Projection File number to delete. You cannot edit this information.

Listing Schedule Projections

List Schedule Projections by GL Account Routine

Use this routine to list schedule projection files by General Ledger (GL) account number. You must be authorized to use the GL accounts that you enter.

Report Information

This report contains the following information:

- file number
- date file created
- file status
- fiscal year
- report create criteria
- GL accounts
- asset's depreciation expense

Note: Fixed Assets retains all schedule projection files until they are manually deleted.
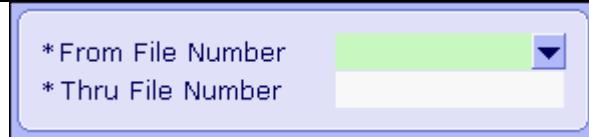
List by Department Schedule Projections by GL Account Routine

Use this routine to list schedule projection files by General Ledger (GL) department number.

Report Information

This report contains the following information:

- file number
- date file created
- file status
- fiscal year
- GL departments
- GL accounts

asset's depreciation expense

📝 Note: Fixed Assets retains all schedule projection files until they are manually deleted.
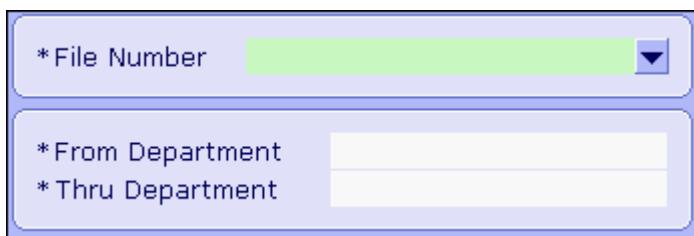
Summary of Files Schedule Projections by GL Account Routine

Use this routine to list all schedule projection files. You can use this report to determine which schedule projection files you should delete.

Report Information

- file number
- date created
- status of file
- fiscal year
- selection criteria

Creating General Ledger Budgets

Overview for Creating GL Budgets

After you create a file containing schedule projections (via the Create Schedule Projections By GL Account Routine), you must create a Budget Transfer File via the Create GL Budgets Routine. The GL Module uses the Budget Transfer File to read the FA Schedule Projections that the system uses to create your budget.

The following graphic illustrates how to create the GL Budget File. Enter the number of the Schedule Projection File created in the Create Scheduled Projection by GL Account Routine. Selection criteria entered in the Create Schedule Projections by GL Account Routine appears in the remaining fields.

Budget's Impact on GL

The asset depreciation expenses sent to GL by FA do <u>not</u> affect GL accounts. General Ledger's budget function is a separate entity and does not perform any posting activity.

Using The Schedule Projection File

You use the Schedule Projection File previously created in the Create Schedule Projections By GL Account Routine to create the actual GL Budget File for GL.

Enter the schedule projection file number at the **Create GL Budgets From Schedule Projection File Number** prompt.

The Schedule Projection File contains the total asset depreciation expense for each GL account. The Create GL Budgets Routine takes this expense figure and distributes it across the future fiscal year, depending on the GL Value's frequency entered in the **Schedule Frequency** prompt (in the FA Value Dictionary).

If the schedule frequency is defined as GL period, the system distributes the depreciation expense across twelve months.

If the schedule frequency is defined as YEAR END, the depreciation expense is entered into the last month of the fiscal year.

General Ledger Interface Routines

Overview of the General Ledger Interface Routines

Use the following routines to enter and edit GL budget files and list GL information.

To do this	Use this routine
Create the GL Budget File.	Create GL Budgets Routine
List the GL Budget File in General Ledger (GL) account number sequence.	List GL Budget Transfer File Routine
Delete the General Ledger (GL) Budget File.	Delete GL Budget Transfer File Routine
List information for batches generated in the Fixed Assets module.	List GL Batches Routine - Fixed Assets Information
List the debits and credits made to associated General Ledger accounts resulting from GL batch creation.	List GL Batches (By Account) Routine
List a GL period's transaction amounts by GL department.	Department Expense Report Routine
List all ACTIVE and INITIAL assets within a range of purchasing facilities that have an inconsistent distribution of asset values to General Ledger.	List Department/Distribution Discrepancies Routine

Create GL Budgets Routine

Use this routine to create the GL Budget File. This file contains asset depreciation expenses, which are a part of the overall budget General Ledger (GL) creates. You must be authorized to use the purchasing facilities that you enter.

Budgets enable your facility to determine future expenses and the need for expense reduction.

This routine distributes the total asset depreciation expense for each GL account across the future fiscal year, depending on the GL Value's frequency entered in the **Schedule Frequency** prompt (in the FA Value Dictionary).

If the schedule frequency is defined as GL PERIOD, the system distributes the depreciation expense across twelve months.

If the schedule frequency is defined as YEAR END, the depreciation expense is entered into the last month of the fiscal year.

List GL Budget Transfer File Routine

Use this routine to list the GL Budget File in General Ledger (GL) account number sequence. Use this list to verify which GL accounts contain asset depreciation expense information for the budget (created in the Budget Routine in General Ledger).

Delete GL Budget Transfer File Routine

Use this routine to delete the General Ledger (GL) Budget File (created in the Create GL Budgets Routine). This feature prevents you from accidentally using the file again.

📓 Note: If you need to send GL asset depreciation expenses again, recreate the GL Budget File using the Create GL Budgets Routine along with the appropriate Schedule Projections File.

Fiscal Year

Account Type

File Status

List GL Batches Routine - Fixed Assets Information

The GL Batch List displays the following additional information for batches generated in the Fixed Assets module.

- asset number

- type of transaction (scheduled or direct)

- a batch's control amount and control count

In the Fixed Assets Module, a batch is created whenever a scheduled or direct transaction is posted to the General Ledger. Only one scheduled transaction can be posted to the General Ledger per period. However, there is no limit to the number of direct transactions that can be posted per period.

List GL Batches (By Account) Routine

Use this routine to list the debits and credits made to associated General Ledger (GL) accounts resulting from GL batch creation. The report lists information by GL account for the user-specified date.

Batch Date

Batch Journal

*From Batch Number

*Thru Batch Number

*Include Transfer List

Department Expense Report Routine

Use this routine to list a GL period's transaction amounts by GL department. Departments that you are not authorized to use do not appear on the report.

This report contains the following information:

- assets within GL account

- transaction amounts for each asset

List Department/Distribution Discrepancies Routine

Use this report to compare the GL distribution you enter in the Enter/Edit Asset GL Distribution (Process Asset) Routine to the department you enter in the Enter/Edit Asset General Information (Process Asset) Routine.

This report

- lists all ACTIVE and INITIAL status assets that have a GL distribution less than the percentage you enter at the **Distribution Percentage** prompt in the List Department/Distribution Discrepancies Routine.

- locates inconsistencies in the distribution of asset values to General Ledger.

Report Information

This report contains the following information:

- asset number

- status

- ID of person who entered the asset

- GL accounts and their percentage of distribution

- recommendations for change in the distribution

Dictionaries and Parameters

Access Dictionary

Overview of the Access Dictionary

Use this dictionary to do the following.

- Define user access mnemonics.

- Assign users to an access mnemonic.

- Authorize the access mnemonic to perform a preset group of routines within the process screens. This preset group of routines is defined in the Option Set Dictionary. After you define an option set, you assign users to the option set via the Access Dictionary.

📓 NOTE: MEDITECH provides a standard entry (**ALL**) in this dictionary. You can use this entry or create your own entries.

Access Dictionary

Overview

Defining User Access Mnemonics

Controlling Access Security Using the Option Set and Access Dictionaries

📖 See Also: Using Dictionaries

Defining User Access Mnemonics

As you create the Access Dictionary, you define groups of users who share access to the same routines. You can tailor each entry's level of access to match the users' job responsibilities.

For example, clerks who enter only batch information should have an access mnemonic that allows them access only to batch entry routines. Users who delete, freeze, or post batches should have a mnemonic that allows them access to the routines that they need.

📓 Note: You can set up as many access mnemonics as necessary, but a user can have access to only one access mnemonic.

Controlling Access Security Using the Option Set and Access Dictionaries

Overview

Creating Security Levels Example

Creating Security Levels Example

Overview

Creating the Option Set (via the FA Option Set Dictionary)

Entering Buttons Manually (via the FA Option Set Dictionary)

Defining Buttons for Routines (via the FA Option Set Dictionary)

Creating Menus for Buttons (via the FA Option Set Dictionary)

Linking Users (via the FA Access Dictionary)

Editing and Deleting Buttons

Overview for the Creating Security Levels Example

Assume you are setting up a new option set that includes only specific accounting routines. You must also assign a group of users to the new option set.

This example illustrates how you define the option set in the FA Option Set Dictionary, and then you assign users to the option set via the FA Access Dictionary. This example takes you step-by-step through the various methods of creating security levels.

Note: Each topic in this example displays the section of the screen the topic is describing. The boxed numbers correspond with a step. You can also click on any prompt on these screen images for more information about the prompt.

Entering Buttons Manually for the Process Screen

Step
1)   At the **Button** prompt, use the Lookup to view a list of buttons. Select a button to include on the process screen and click .

Client/Server Fixed Assets Application User Manual

Step	
2)	The cursor appears at the **Menu/Routine** prompt.
	If the button is to display a menu on the process screen, enter M.
	If the button is to invoke a routine, enter R.

Editing and Deleting Buttons

Editing Buttons

You can edit the following button information.

To Change a	Action	Result
Menu to a routine	At the **Menu/Routine** prompt, change **M** to **R**.	Eliminates the existing menu for the button. You must then define a routine.
Routine to a menu	At the **Menu/Routine** prompt, change **R** to **M**.	You create a menu for the button.
	To return to the Button prompt, click on ⬅.	
Menu entries		

Deleting Buttons

Select the button and press <Delete>. If the button has a menu, the menu is also deleted.

Defining Buttons for Routines

Step	
1)	At the **Routine** prompt, select the routine to appear on the button that appears when a user presses this button.
2)	The tool tip default text appears at the Tool Tip prompt. You can edit this text.
3)	Press <Enter>. The cursor appears at the **Hot Key** prompt. You can edit the default response.

Step	
4)	Press <Enter>. The cursor appears at the next empty **Button** prompt.
	You can select another button to appear on the process screen.
5)	Click on ![OK button] to file the option set and link users via the Access Dictionary

Creating Menus for Buttons

Step	
1)	The menu's tool tip default text appears at the Tool Tip prompt. You can edit the text for this button.
2)	Press <Enter>. The cursor appears at the menu's Hot Key prompt. You can edit the default response.
3)	Press <Enter>. The cursor appears at the Routine prompt located at the bottom of the screen.
4)	At the Routine prompt, select a routine to appear on the menu.
5)	Enter text that describes the routine at the Menu Text ('&' before Hot Key)prompt.
	Repeat Steps 4-5 until you have selected all routines that are to appear on the menu.
6)	To enter more buttons, press <Enter> until the cursor appears at the **Button** prompt.
7)	To file the option set entry, click on ![OK button] and go to the Access Dictionary to link users.

Linking Users via the Access Dictionary

Link users to the process screen via the FA Access Dictionary using the following steps.

Step	
1)	Enter the mnemonic, active status, and description for the Access Dictionary entry.

Step	
2)	At the **Process Screen** field, enter the process screens to which you are giving the users access.
4)	At the **Users** field, enter the users you are authorizing to use the process screens.
5)	File the Access Dictionary entry.
	All authorized users you entered can now use the process routines.

Asset Type Dictionary

Use this dictionary to assign a specific number of years of useful life to specific types of assets.

For example, you can assign an asset type of OFFEQUIP to all desks and chairs. All assets assigned this type are automatically given the same number of years for useful life that Fixed Assets uses to develop a schedule of depreciation.

Class Dictionary

Use this dictionary to create classes of assets (for example, MAJOR MOVEABLE EQUIPMENT). All reports within FA can be sorted by class). For each class, you can

- define the EOC that that you want to include in the GL account number (to which depreciation is expensed for each class)

- assign a specific customer-defined screen to enter information not usually stored in FA

- define a default GL account number for reference purposes only (this account number was debited when the asset was purchased on the GL side)

- define a default GL account number for accumulated depreciation to be credited when depreciation is scheduled for assets in this class

- define a default GL expense number that you want to appear at the **Account Number** prompt when a user enters assets in the Process Asset, Enter/Edit Asset GL Distribution screen (when the ACCT is chosen, rather than DPT)

- define a default GL account number for retirement book value to be debited for the amount of book value remaining when the asset is retired

📓 Note: At any prompt that requires a GL account number, you can use a GL expression.

Example of Using Expressions at GL Account Number Prompts

If the class BUILDING is used with assets that belong to Corporation (CRP) 01 and assets that belong to Corporation (CRP) 02, the expression CRP_".1500.1000" can be used as the GL accumulated depreciation asset account.

When assets within the BUILDING class are depreciated, the accumulated depreciation account derived from the formula is either 01.1500.1000 or 02.1500.1000, depending on the corporation to which the asset belongs.

The corporation (CRP) to which the asset belongs is determined by the corporation value of the GL Department in the **Department** field within the asset's general information.

Location Dictionary

Use this dictionary to enter or edit a specific location for an asset. The Location Dictionary allows you to standardize asset locations for reporting purposes. For example, you can enter **Operating Room** as the location for an asset.

Manufacturer Dictionary

Use the Materials Management (MM) Manufacturer Dictionary to define all information about a manufacturer.

For documentation about this dictionary, refer to the Materials Management User Manual**MM-AP Link Values Map**

Overview of the MM-AP Link Values Map

Before you can initialize assets with information entered in the MM-AP Interface, you must define a Link Amount-Value Map (for example, table of values). The map contains two types of information

- a delimiter used to construct asset numbers

- values for invoice amounts used to calculate the initial cost of assets


```
Asset Number Delimiter        -

*Asset Value Associated to Gross          COST
*Subtract Prorated Portion of Discount    Y

Tax                                       COST

Asset Value Associated to Prorated Freight   COST
```

Defining a Delimiter for the MM-AP Link Values Map

A delimiter is a special character (typically a dash) that can be used to separate each part of an asset number (for example, you may want to separate a prefix from a suffix). A delimiter allows you to

- associate the prefix of an asset number with a link number

- use the link number to initialize multiple assets from one invoice line

When you initialize an asset, the system checks for a match between the characters to the left of the delimiter and a link number. If a match exists, that link number appears as the default value for **Link Number**.

For example, assume you define a dash (-) as the delimiter. Further assume that a transferred invoice exists with a line for 5 computer clients. You require that each client is a separate asset. To do so, you define the link number as 101010 and then enter assets numbered 101010-1 thru 101010-5 for each of the clients. When you enter asset number 101010-1, the system finds the link number match and 101010 becomes the link number default value. Accept this default value for all five assets.

Defining Values for the MM-AP Link Values Map

You can define values for the following:

- Gross

- Tax

- Freight

For each above amount, you specify a value from the Value Dictionary to associate with the amount. The value you specify must be a non-derived value (for example, COST or ACC DEPR). Typically, health care organizations define COST as the value for gross, tax, and freight.

📓 Note: If your health care organization uses the ITC Tax method, the individual taxes appear and you assign separate values to them. For example, if you collect GST and PST tax, each tax appears in a separate field. You can include one, both, or neither of the tax amounts in the asset's COST.

You can also specify that any prorated discounts be subtracted from the gross.

Option Set Dictionary

Report Format Dictionary

Use this dictionary to create permanent selection report formats for compiled reports.

📓 Note: You can also use reports you define in NPR.

!JumpId(sysconv.hlp,Using_Dictionaries_toc)

Mnemonic	
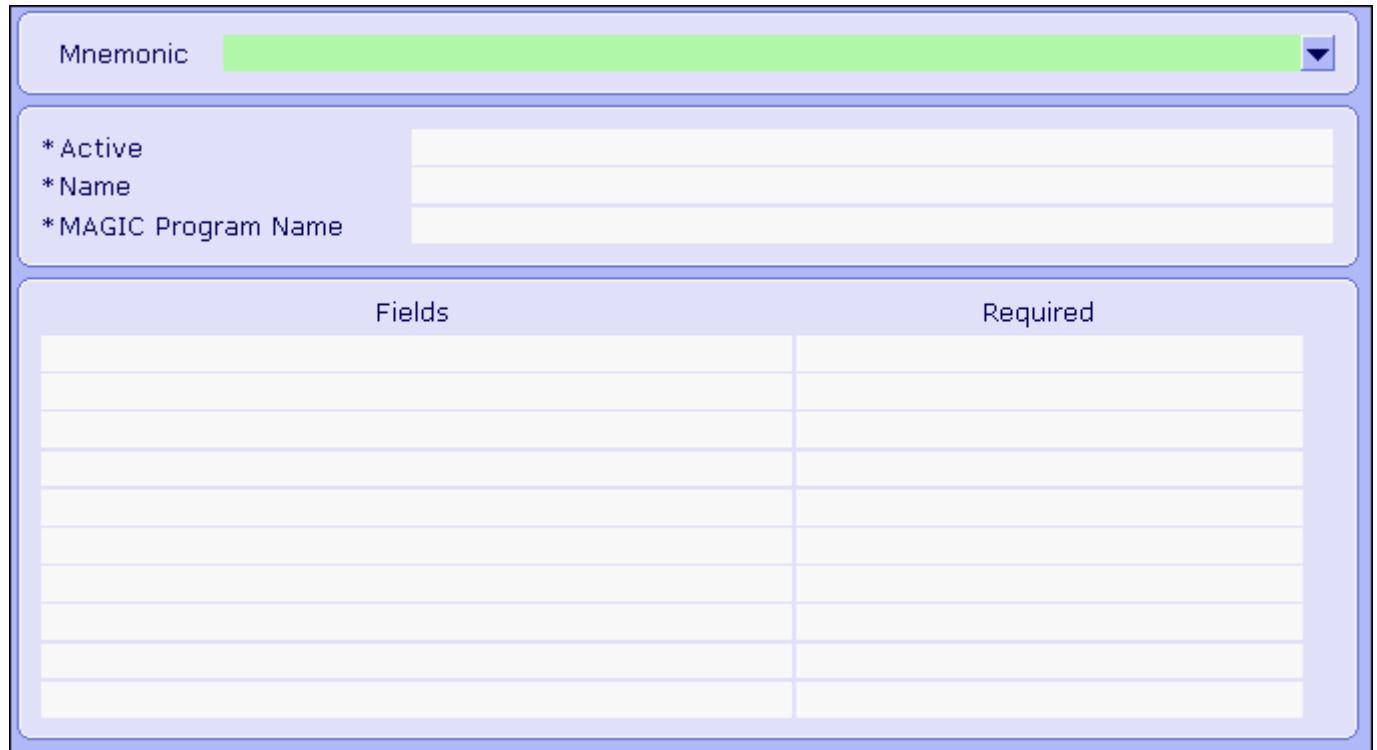
*Active	
*Name	
*MAGIC Program Name	

Fields	Required

Retired Type Dictionary

Use this dictionary to create types for retired assets. You use retired types to classify retired assets for listing and for use with compiled reports.

For example, you may want to create retired types for retired assets that are

- fully depreciated
- obsolete
- sold

Selections Dictionary

Use this dictionary to create permanent selection criteria for compiled reports.
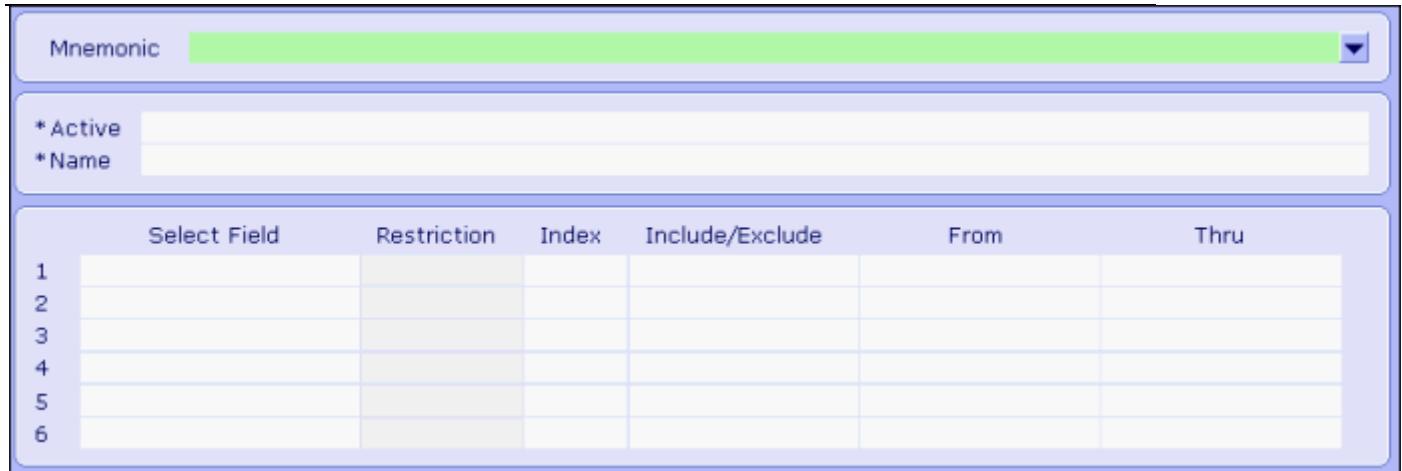
Tables Dictionary

Table Dictionary

The most common use of the Table Dictionary is to accommodate the US Federal Government's standard Accelerated Cost Recovery System (ACRS) tables. While you normally associate a table with the ACC DEPR value, you can apply it to any value (from the Value Dictionary).

The Fixed Assets Module provides single-column tables and twelve-column tables.

Single-Column Tables

Use single-column tables when the month in which an asset was placed into service is <u>not</u> considered in the annual calculation.

Twelve-Column Tables

Use twelve-column tables if the percentage to be applied in any given year of depreciation varies according to the month in the fiscal year when the asset was placed into service. Twelve-column tables are described below.

Columns	The columns labeled 1 through 12 specify the month in the fiscal year when the asset was placed into service. For example, if your health care organization's fiscal year begins January 1, and this asset was placed into service on March 17, the system references the value in column 3. Throughout the life of the asset, the system references the number in column 3.
Rows	The rows specify the current year in an asset's life. For example, if you place an asset into service on January 1, 1995 and it is March 17, 2002, the system references the seventh row and the third column

Amounts	All amounts on the table are ANNUAL amounts. If the schedule frequency is PERIOD, and 12 periods are in a fiscal year, the system calculates one twelfth of the percentage on the table as the monthly transaction.
Number of Years	A 12-column table typically has an additional year because a table may need an additional year to reach 100% depending on when the asset was placed into service. For example, assets placed into service in the first two months of the fiscal year may be fully expended in 15 years, while those placed into service in months 4 through 12 require 16 years to be fully expended.

Table Basis

Each table must have a basis. For example, in the standard package, the basis of the table for ACC DEPR on a standard 10-year property ACRS table is COST. Therefore, for the annual amount of ACC DEPR, the system multiplies the current COST by the table's percentage to produce the amount by which to increase ACC DEPR.

Filing Tables

Regardless of the type of the table, the total percentage for all years must equal 100% before you can file the table.

Value Dictionary

Use this dictionary to enter or edit information for Fixed Assets values.

Asset values can be one of the following types

- standard
- non-standard

Standard and non-standard values fall into the following categories

- derived
- non-derived

You also use this dictionary to determine whether a schedule is required. If it is required, you must also determine at which frequency (GL period or Year End).

For example, the standard value for accumulated depreciation (ACC DEPR) is usually set up with a required schedule. If accumulated depreciation should be calculated at the end of each GL period, the frequency should be defined as such.
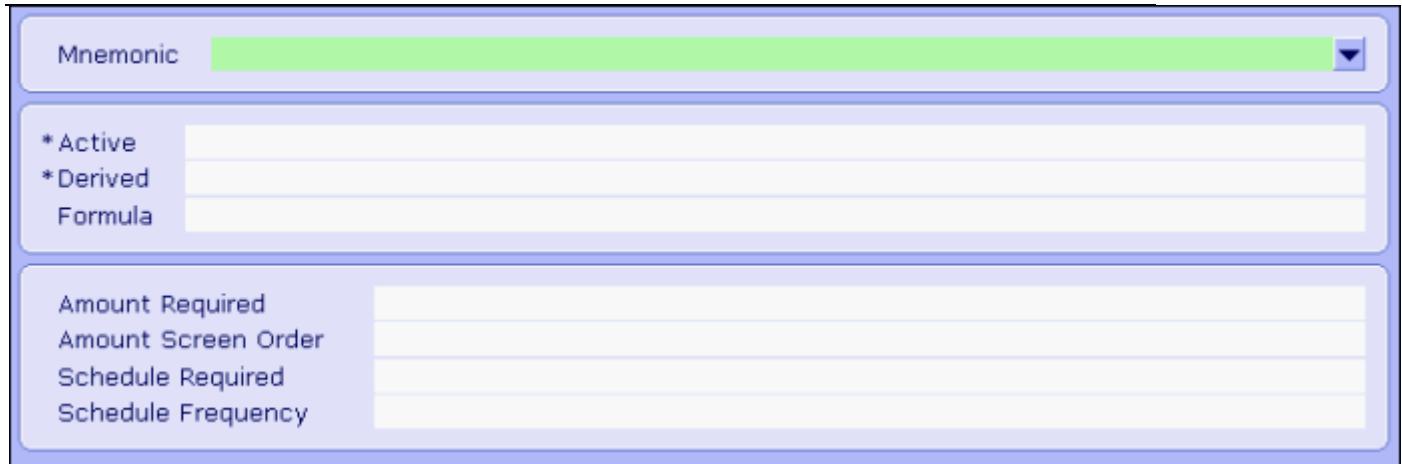
Vendor Dictionary

Use the AP (Accounts Payable) Vendor Dictionary to define all information about any vendor who supplies goods to your health care organization including

- payment terms
- 1099 information
- miscellaneous vendors

The Vendor Dictionary can be updated and referenced by multiple modules. Certain fields on the Enter/Edit Vendor Dictionary screen are associated with other modules. Those fields can be edited only by that module.

For documentation about this dictionary, refer to the Accounts Payable User Manual.**MIS**

Purchasing Facilities Dictionary

Use this dictionary to define purchasing facilities that you can assign to assets. Purchasing facilities prevent unauthorized users from creating or updating assets in the Fixed Assets Module, purchase orders in the Materials Management Module and invoices in the Accounts Payable Module.

For documentation about this dictionary, refer to the MIS User Manual.

Parameters

List Parameters Routine

This routine prints the values for all Fixed Assets (FA) parameters. The View Parameters Routine displays the FA parameter values on the screen.

📓 Note: This routine does not appear on any menu. To place this routine on the screen, use the Custom Menu Feature.

View Parameters Routine

Use this routine to view the values set for your FA parameters. The parameters consist of two screens. To move between screens, press <Ctrl>+<Tab> or click on the tab you want to view.

- General

- Depreciation Method

To view documentation for individual parameters, click on the parameter you want to view.

📓 Note: This routine does not appear on any menu. To place this routine on the screen, use the Menu Customization feature.

View Parameters Routine - General Screen

To view documentation describing a parameter, move the cursor to the field of interest and click the mouse button. To view documentation for the Depreciation Methods screen , click on its tab.

General	Depreciation Methods

GL Value	ACC DEPR
GL Cost Value	COST
GL Batch for Scheduled Transactions in Summary or Detail	DETAIL
GL Journal for Reversed Assets	

Account Expression for GL Distribution by Department	
Account Expression for GL Distribution by Departments	DPT_"."_EOC

Max Asset Number Length	5
Period-Based Straight Line Calculation	Y
Standard Medicare Old Asset Date	07/01/01
Document Scanning	Y

ICT Account Expression in CRP or SUP	CRP_".1125.0000"

Number of Periods to Keep Transactions	99
Number of Complete Fiscal Years to Keep Period Amounts	99
Number of Periods to Keep GL Distribution Index	99
Number of Complete Fiscal Years to Keep Retired Assets	99
Archive Purged Assets	Y

View Parameters Routine - Depreciation Methods Screen

To view documentation describing a parameter, move the cursor to the field of interest and click the mouse button. To view documentation for the General screen, click on its tab.

GL Value Parameter

Enter the depreciation value that your health care organization uses when depreciation activity is sent to the General Ledger. In most instances, this should be accumulated depreciation.

GL Cost Value Parameter

Enter the standard value that your health care organization uses to associate a cost value with an asset. It can be defined as COST or COST-SALVAGE.

GL Batch for Scheduled Transactions (Summary/Detail) Parameter

Determine whether the batch for transfer to GL should be in detail or summary format.

When the GL Batch is to be Created With	Enter
A separate transaction for each asset to each GL account number	**D** (detail)

When the GL Batch is to be Created With	Enter
All debits and credits for any account summarized into one line total for all assets	**S** (summary)

Account Expression for GL Distribution by Departments Parameter

If the user chooses to distribute by GL department, use this parameter to create a GL account number to debit depreciation expense. An example of the expression is DPT_"."_EOC.

The DPT represents the department entered for the individual asset at the GL Distribution screen. The expense object code (EOC) is defined in the FA Class Dictionary, and is assigned to individual assets via the Process Asset screen.

Max Asset Number Length Parameter

Enter the maximum asset number length.

The number you enter determines the number of digits in the asset number when you enter **N** (next) at the **Asset** prompt in the Process Asset Routine. The system assigns the next sequential asset number.

Period-Based Straight Line Calculation? Parameter

This parameter relates to the straight line method of depreciation.

To base the depreciation on the total periods left in the asset's useful life, enter **Y**. This allows the cost changes to be reflected immediately and be spread evenly over the remaining life of the asset. An example is a capital improvement. If the health care organization adds to the original cost of the asset in the **AMOUNT TO ADD** column, then the increase in the COST is spread evenly over the remaining life of the asset.

To base the depreciation on the basis divided by the total number of years in the schedule, regardless of how much was depreciated during previous years, enter **N**. This amount, minus the amount already taken during the year, results in the depreciation left for the period.

Example

Assume a health care organization has an existing asset that has a ten-year useful life. Then, the health care organization has a capital improvement to that original asset. The capital improvement has a five-year useful life. Thus, the useful life of this asset has increased to fifteen years. If you are basing the depreciation on the five remaining years, enter **Y**. If you are basing the depreciation on fifteen years, enter **N**.

GL ICT Account Expression in 'CRP' or 'SUP' Parameter

Your Applications Specialist enters the GL expression that GL uses to create a GL account number for inter-corporate transfers (or ICTs). The component's CRP or SUP can be used in the expression. For example, your Application Specialist may enter **CRP_"."_"2800.0000"**. The expression combines the CRP component with the component value for either an asset or a liability.

This parameter allows you to balance GL batches when depreciation is allocated across several corporations.

> ⚠ **Caution**
>
> MEDITECH strongly recommends defining an expression at this parameter so that you do not need to correct bad account numbers in the GL batch.

For example, suppose you have the following transaction.

Account	Description	Debits	Credits
01.8500.4070	(Corp 01 Depreciation Expense Equipment)	300.00	
02. 8500.4070	(Corp 02 Depreciation Expense Equipment)	300.00	
01.1500.1000	(Corp 01 Accumulated Depreciation Equipment)		600.00

In this situation, the corporations are out of balance because Corporation 01 assumes some depreciation that should be allocated to Corporation 02. To balance these transactions by corporation, the system uses the ICT expression you enter at this parameter to create the account number for the following due to/due from transaction.

Account	Description	Debits	Credits
01.2800.0000	(ICT Account)	300.00	
02.2800.0000	(ICT Account)		300.00

This extra FA transaction balances the GL batch by corporation and lets the system subsequently post the batch in GL.

Depreciation Methods Parameters

The following standard values are used in the FA parameters for the five standard depreciation methods.

- Default Basis

- Default Limit

- Default Proration

  – US FED HALF YR

  – MONTH IN FY

▤ Note: If you leave the **Default Proration** blank, the full amount of annual depreciation is taken for the first and last years of the scheduled period, ignoring the schedule start date.

Number of Periods to Keep Transactions Parameter

Enter the number of periods you are keeping when purging transactions. The minimum required number of transaction detail months you must maintain is three months.

Number of Complete Fiscal Years to Keep Period Amounts Parameter

Enter the number of complete fiscal years' period information you are keeping. The system requires that at least one year of period information be maintained.

Number of Periods to Keep GL Distribution Index Parameter

Enter the number of months of GL interface information to keep when creating the Department Expense Detail Report. The information for this report is available for the preceding number of months specified here. The minimum number is fifteen months.

Number of Complete Fiscal Years to Keep Retired Assets Parameter

Enter the number of complete fiscal years you want RETIRED assets to remain in the system before they are eligible for purging.

If you enter **0** or leave this parameter blank, you disable the Fixed Assets purge functions. If you enter a non-zero numeric value, this parameter specifies the minimum number of complete fiscal years in which to retain RETIRED assets. The system bases the cutoff date for the purge routines on this parameter.

An asset must have a status of RETIRED for at least 1 year before you can purge it. The asset can remain in the system for up to 99 years.

For example, if you set this parameter to **3**, and the current year is 1999, the latest date for which you can purge information is the last day of fiscal year 1995.

Archive Purged Assets? Parameter

Use this parameter to activate or deactivate the Automatic Archiving feature for Fixed Assets. This feature allows you to make a reference or historical copy of data you have selected for purging. This parameter does not affect the availability of the purging routines, nor does it affect the availability of the Archive button on the Print Destination Window.

▼ Lookup: Available choices

To	Enter
Archive purge-eligible data each time you use the FA Asset Purge Process Routine	**Y**
Limit archiving to reports via the Print Destination Window	**N**

📋 Note: The Archiving feature uses the MIS Outbox and an archive report drive or server. That is, the system sends archived reports to the MIS Outbox, where they can be directed to the storage medium used by your health care organization. Your MEDITECH Applications Specialist specifies the archive destination path in the MIS parameters.

Facility Specific Default Parameters

Enter the default schedule method for each of your health care organization's purchasing facilities at the following parameters.

At the	Enter
Facility Parameter	The purchasing facilities for your health care organization.
Default Parameter	Each purchasing facility's default method for calculating depreciation. ▼ Lookup: Available schedule methods

Standard Default Parameter

Use this parameter to specify a standard default schedule method for calculating depreciation. The default schedule method appears at the **Method** prompt in the Enter/Edit Asset Schedule (Process Asset) Routine.

The default schedule method specified here can be overridden by a schedule method specified at the **Facility Specific Default** parameters. For example, if you are entering an asset

schedule for an asset from facility B, the system first checks the **Facility Specific Default** parameters to see if a default schedule method has been specified for facility B. If yes, the default schedule for facility B appears at the **Method** prompt. If not, the standard default schedule method you specify here appears at the **Method** prompt.

📝 Note: If you enter no default schedule methods at this parameter or the **Facility Specific Default** parameters, no default schedule method appears at the **Method** prompt.

Standard Medicare Old Asset Date Parameter

Enter the date this site uses to determine whether an asset is OLD or NEW. This date is used in the Standard MEDICARE Asset Report, which allows the site to comply with MEDICARE reporting requirements. The default response of **12/31/90** is set by MEDICARE.

FA Preferences Dictionary

Overview of the FA Preferences Dictionary

You can use this routine to set default FA selections such as schedules, assets, and reports per user. You can also use this routine to attach a custom reports menu to access via desktop.

Edit FA User Preferences and Defaults

Use this routine to change default values for selections via desktop instead of via dictionary. Use this routine to change default values for the current user only.

System Conventions

Identifying GL Accounts via a Lookup

To identify an account, enter its number or mnemonic . If you do not know either of those (or to reduce keystrokes), you can view a Lookup of all entries in the MIS GL Accounts Dictionary and select one of them.

The account Lookup feature is very versatile. You can limit the accounts included on the Lookup in many ways, including

- specific account types (for example, Asset accounts only)

- accounts in a specific class (for example, Deduction from Revenue accounts only)

- specific component or super-component values (for example, accounts with Corporation (CRP) component values of 01 only)

- control accounts only

Each method of performing an account Lookup is described on the following pages. To select an account on a Lookup, enter the number to the left of the account number.

Lookup of All Accounts

To view a list of all entries in the MIS GL Accounts Dictionary, click on [?]. Press <Enter> to view additional accounts.

Account numbers are evaluated as character strings and displayed in ascending order. This can cause certain account numbers to appear to be out of sequence, for example, account numbers of different lengths and punctuation.

> 📓 Note: To view both ACTIVE and INACTIVE accounts, enter **/B**, then press <Lookup>.

Account Lookup by Class Number

To display only accounts which belong to the identified class, enter the account class number followed by a backslash (\). Some typical account class numbers are listed below.

Class	Name
1	Assets
2	Liabilities
3	Revenues
4	Deductions From Revenues

Class	Name
5	Other Revenue
6	Expenses
7	Statistics

Accounts are displayed for the identified class and sorted numerically by account number.

For example, if you enter **3** (where Class 3 is Revenue accounts), the Lookup display begins with Revenue accounts.

📓 Note: The control code appears in the Code column for control accounts.

Account Lookup by Type

Enter one of the following notations and click on 🔳

Enter	To Display
A	Asset type accounts
L	Liability type accounts
R	Revenue type accounts
E	Expense type accounts
S	Statistic type accounts
M	Money type accounts

Accounts are displayed for the identified type and sorted numerically by account number. For example, if you enter **E**, the Lookup displays Expense type accounts.

Account Lookup by Component or Super-Component Value

To display accounts by component or super-component value, enter the following.

1) a component or super-component mnemonic

2) an equal sign (**=**)

3) the appropriate value

4) a backslash (****)

Then click on 🔳.

For example, to limit the Lookup to accounts with Corporation (CRP) component values of 02, enter **CRP=02** and click on 🔳.

Account Lookup Limited to Control Accounts

To view control accounts only, enter **c** and click on 🔳.

Combining Account Lookup Restrictions

You can combine two account Lookup restrictions. To do this, enter the restrictions in the following order.

1) the first restriction (do not include a backslash)

2) a comma (,)

3) the second restriction followed by a backslash (\)

Then click on 🔳.

For example, to view only accounts in class 3 (Revenues) with Revenue Object Code (ROC) component values of 1010, enter **3,ROC=1010** then press <Lookup>. Do not enter blank spaces in any part of a restriction. Restrictions can be entered in any order. That is, **3,ROC=1010** produces the same result as **ROC=1010,3**.

📓 Notes: You cannot combine two restrictions of the same kind. For example, the following Lookup restriction is invalid because it contains two restrictions by component value.

<p style="text-align:center">CRP=01,EOC-7010\</p>

Since an account class is a subcategory of an account type, you cannot combine an account type restriction with an account class restriction. For example, the following Lookup restriction is invalid.

1,R\

Identifying GL Accounting Periods via a Lookup

You can identify past, present, and future GL accounting periods (when appropriate) at the **Period** prompt. To help reduce data entry when identifying periods, the following table presents abbreviations you can enter at the **Period** prompt

To identify	Enter
Today's period	**P** or **T**
The period after (+) or before (-) today's period	**P+/-n**, where (n) is the number of accounting periods after (+) or before (-) today's period. For example, if you want to define a period which is three periods before today's period, enter **P-3**.

To identify	Enter
The period for the date after (+) or before (-) today's date	**T+/-n**, where (n) is the number of days after (+) or before (-) today's date. For example, if you want to define the period for a date 20 days after today's date, enter **T+20**.

Additional Graphics

Graphic of Calculating Schedule Projections for Budgets (Report)

```
RUN DATE: 11/06/97          Fixed Assets Development              PAGE 1
RUN TIME: 1401           SCHEDULE PROJECTION BY GL ACCOUNT

FILE # 2      CREATED:    10/24/95    STATUS: USED FOR GL  FISCAL YEAR: 1995
              SELECT BY: CLASS        RANGE:  BEGINNING - END
                         NUMBER       RANGE:  BEGINNING - END
              INCLUDES:  ACTIVE

   GL ACCOUNT                        ASSET NUMBER              AMOUNT

    011-711-1000000-1591599   01 7 11 LABORATORY ER Revenue
                                 0000000007    ACT               5.00
                                 0000000026    ACT             183.75
                                 0000000033    ACT             121.90
                                                               _____
                                                               310.65
    011-711-1000000-9876543   01 7 11 LABORATORY Purchased Svcs
                                 0000000007    ACT               5.00
                                 0000000023    ACT             970.00
                                 0000000026    ACT             183.75

                                                              1158.75
```

Budget amounts based on the asset's GL distribution.

Graphic of the Flow of Activating Multiple Assets

Manually check the eligibility of asset.

- Current Status Reports
- Current Value Report

Assets missing information? — **Yes** → **Enter asset's missing information**

Process Asset Routines
- General Information
- Schedules
- Amounts
- GL Distribution

No

Continue activation process
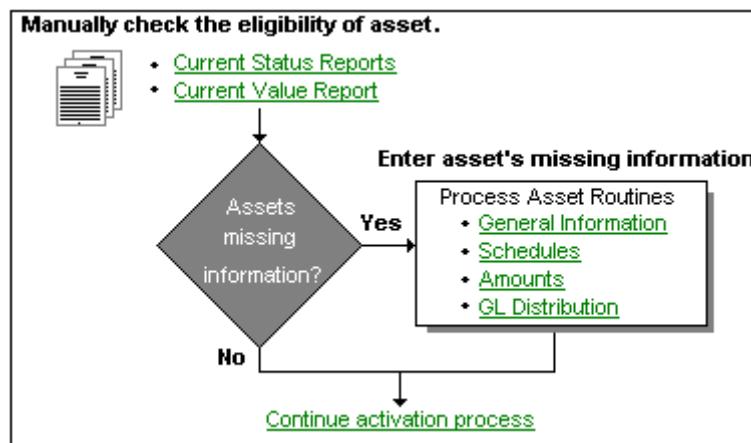
Graphic of the Flow of Activating Multiple Assets (Continued)
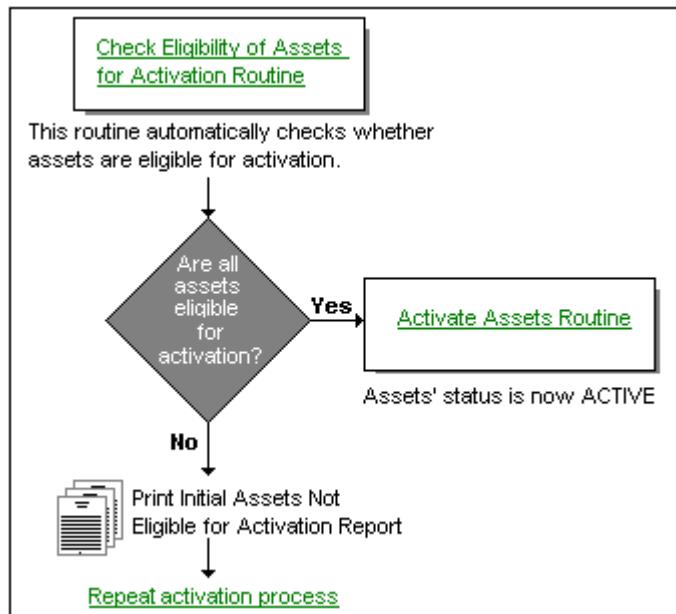
Graphic of the Flow of Activating One Asset (Activating)
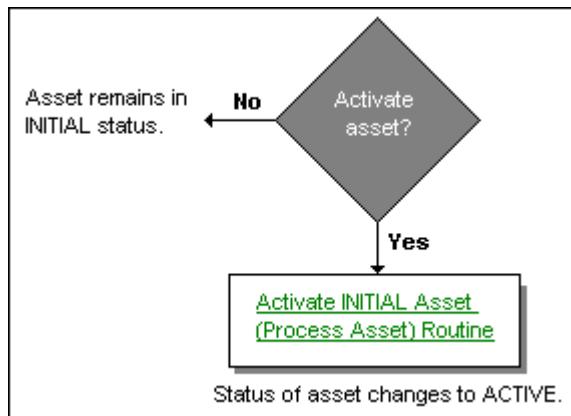
Graphic of the Flow of Activating One Asset (Checking Eligibility)
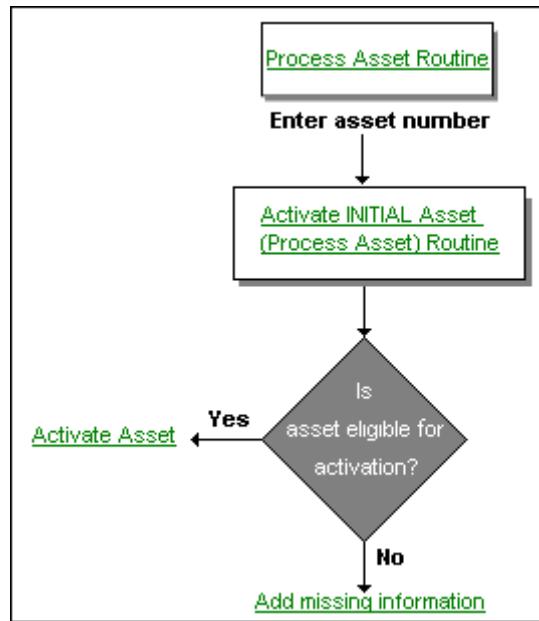
Graphic of the Flow of Activating One Asset (Missing Information)
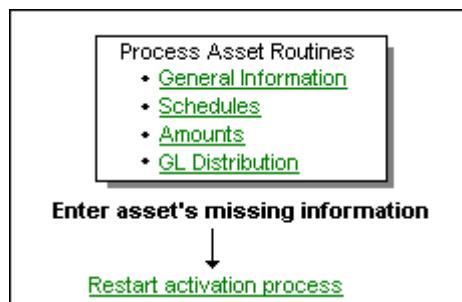
Graphic of the Flow of Asset and Value Information
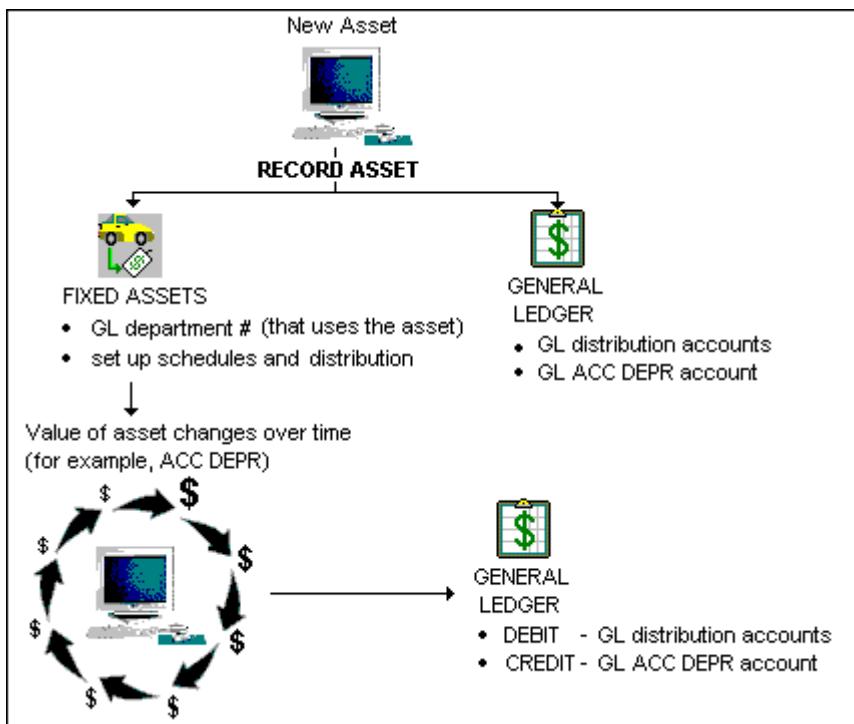
Graphic of the Flow of Statuses and Routines (That Affect the Status of Assets)
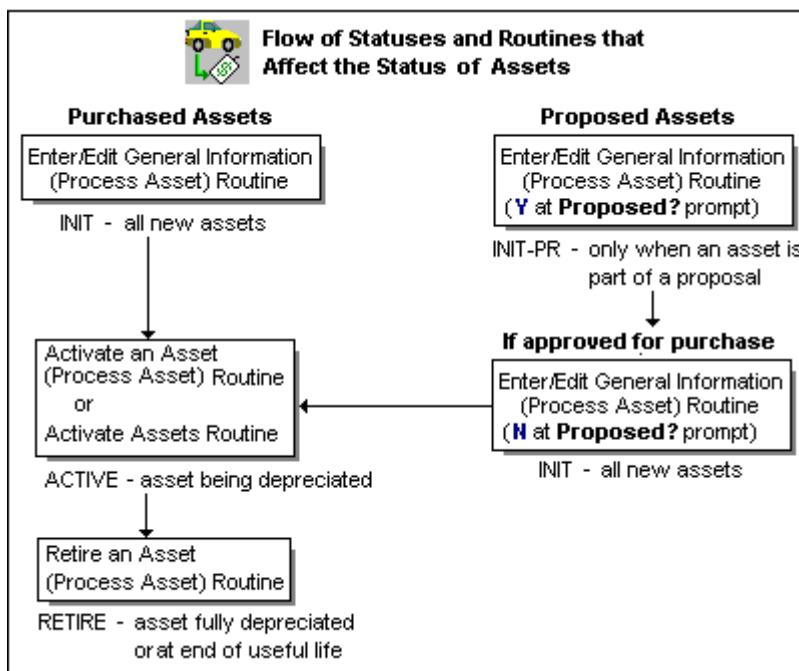
Graphic of the Proposed Asset Cycle
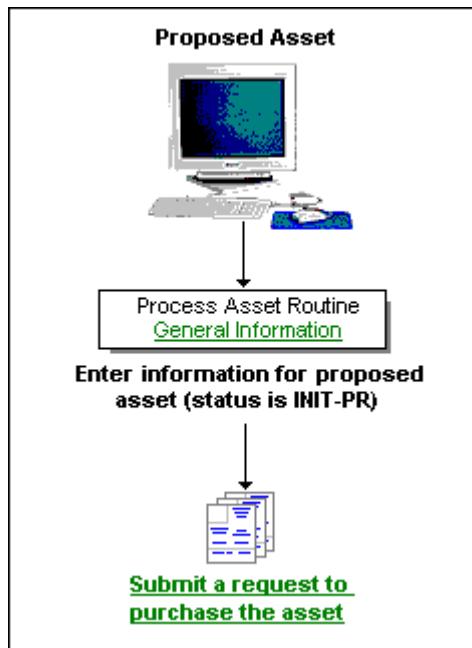
Graphic of the Proposed Asset Cycle (Asset is Ready to be Activated)
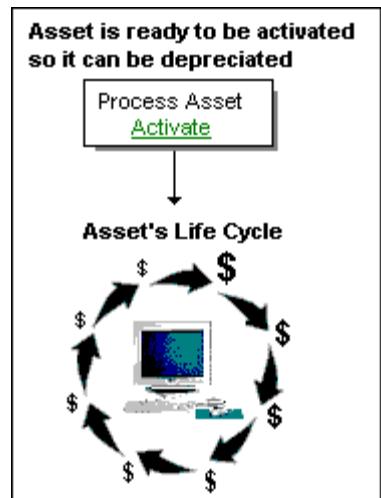
Graphic of the Sources of New Assets
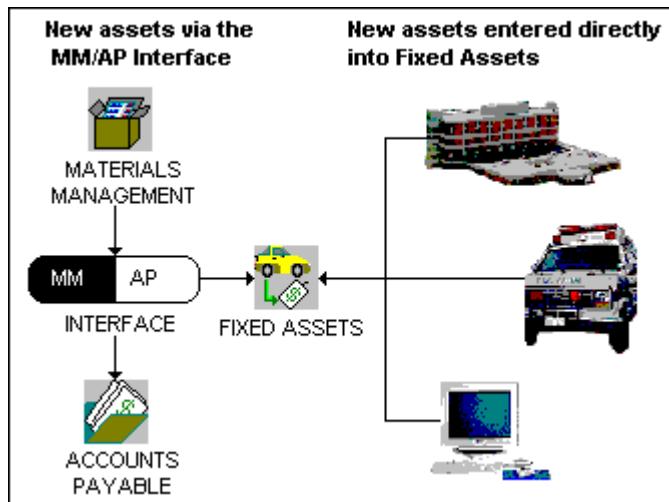
Graphic of the Steps Taken to Create a General Ledger Budget
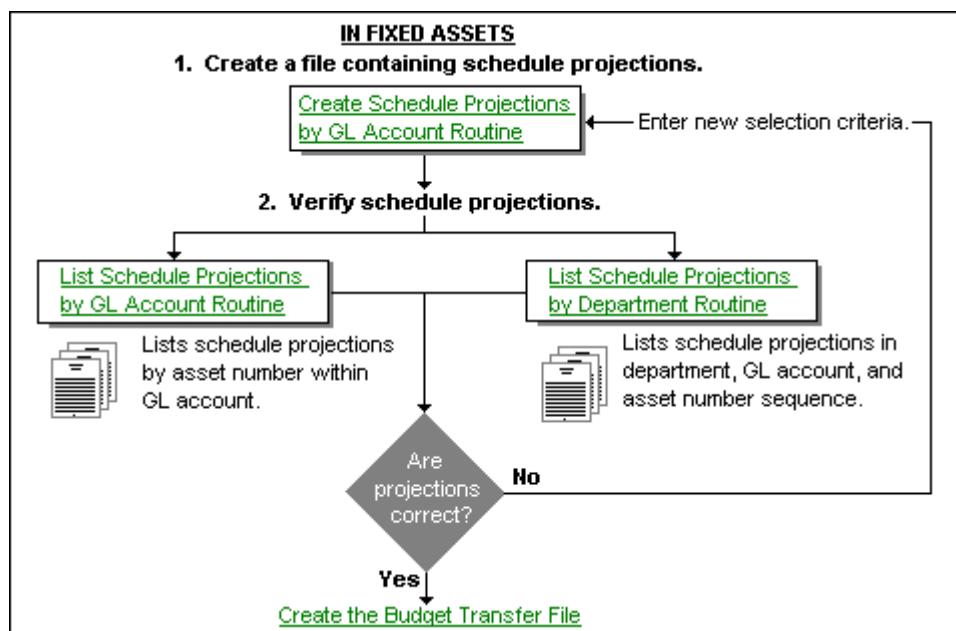
Graphic of the Proposed Asset Cycle (Prepare Asset for Activation)
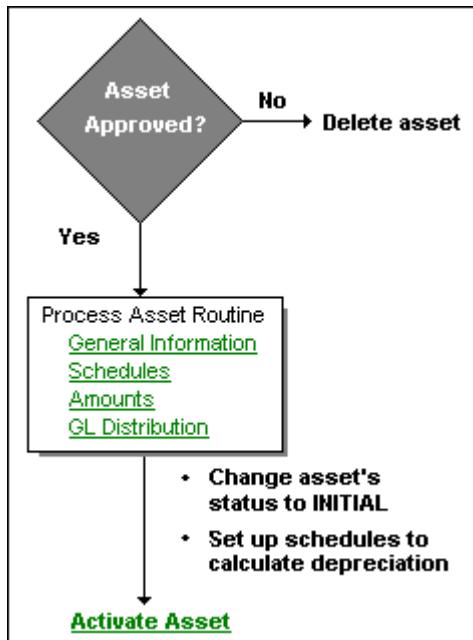
Graphic of the Steps Taken to Create a General Ledger Budget (continued)
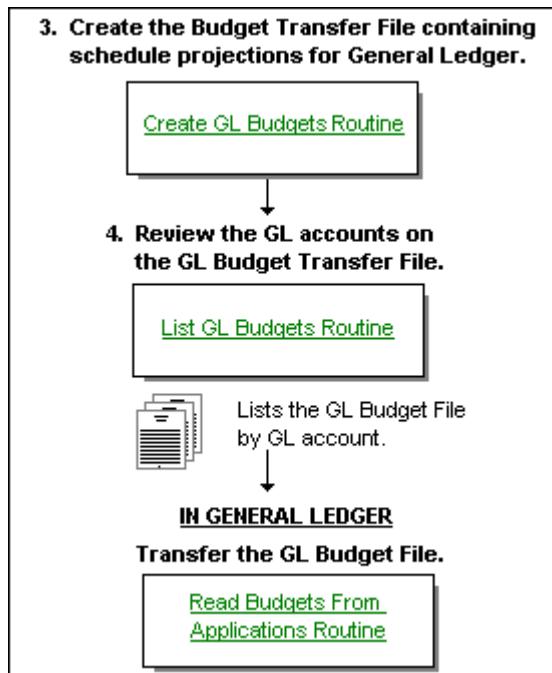
Fixed Assets Glossary

abort

To prevent a job from finishing. A job can be aborted by the system or a user.

For example, you can abort a print job before it is completed.

access group

A group of users that has been authorized in your module's Access Dictionary to use a specific set of functions for a Process routine.

access level

For system security purposes, a degree of access granted via your module's Access Dictionary to a group of users who perform similar tasks.

account number

A unique number that identifies each health care organization visit for a patient. The number is used for identification and billing purposes.

account number (HCIS)

A unique number that identifies each health care organization visit for a patient. The number is used for identification and billing purposes.

accumulated depreciation (ACC DEPR)

The portion of an asset's cost (ACC DEPR) that Fixed Assets recognizes as an expense and sends to General Ledger (GL) for posting. This value increases at regularly scheduled intervals until GL records the asset's entire cost.

acknowledged problem order

A problem order that is marked to show that OE users at your health care organization are aware of it (via the Acknowledge function in the Process Problems Routine).

When a problem is marked as ACKNOWLEDGED, it remains on the ordering provider's list of problems until resolved.

acquired date

The date the asset was purchased by your health care organization.

action

A code that describes the current responsibility for an auth/referral.

Typically, action codes indicate that some steps are needed by the requesting provider or PCP, the specialist, or the insurance carrier. When you assign an action, you specify on whose worklist the auth/referral appears next.

admission status

A status indicating the current stage of a patient's visit to the health care organization.

Patients can be classified into one of the following admission statuses.

- scheduled (SCH)
- pre-admitted (PRE)
- pre-registered (PRE)
- admitted (ADM)
- discharged (DIS)
- departed (DEP)

Patient statuses are combinations of admission statuses and patient types.

Advanced Beneficiary Notice

A waiver form that users can print when the medical necessity status of an ICD9 code the user enters for an ordered procedure is either REJECTED or UNKNOWN. By signing this waiver form, the patient acknowledges financial responsibility for having the procedure performed.

Alert Feature

A diagnostic feature of the MEDITECH HCIS that notifies programmers, system operations personnel, and other staff via e-mail when an error situation occurs. MEDITECH modules' parameters define when alerts are issued. The MIS Alert dictionaries define which error situations the system checks and what action to take when an error situation occurs.

The Alert feature checks the following for error situations. Once notified, you can take corrective action before the situation worsens.

- system

- servers

- background jobs

- client PCs

- network

- modules

- application databases

allergy/adverse drug reaction

In general, allergies and adverse drug reactions are undesirable reactions caused by exposure to a specific drug or allergen (a substance that is the source of an allergy).

Allergies/adverse reactions can be coded or uncoded.

allergy

Occurs after a person is exposed to a drug or other substance several times and then develops an immune response to it.

For example, a person may take penicillin once without ill effect, but on subsequent exposures may develop increasingly severe symptoms.

adverse reaction

Occurs on the first exposure to a drug or other substance and is the result of an individual metabolic difference rather than an immune response. Symptoms appear with no prior exposure and cease when the substance is removed.

For example, a person who takes erythromycin may experience nausea. However, the nausea ceases when the person stops taking the medication.

Allergies/adverse reactions can be coded or uncoded.

application

See module.

application database

A set of parameters, data, and dictionary files for a single application. A health care organization can have multiple databases for the same application. For example, ADM databases ADM.A and ADM.B. Each database operates independently and has its own set of parameters, data, and dictionary files. Databases are defined in the MIS parameters.

application server

In a 3-tier network, a personal computer that executes programs for MEDITECH modules.

appointment orders

A type of order characterized by a time and date entered into the schedules of the needed resources and reserved for a specific patient.

archive

To copy old data from a live disk to a long-term storage medium (disk or tape). After data is archived, it is often purged from the live disk to create space for new data.

asset life

The approximate life of an asset. You define asset life in the FA Asset Type Dictionary.

asset schedule statuses

An asset schedule can have the following statuses.

Status	Description
CREATE Q	The schedule is queued on the background job client.
CREATING	The schedule is being created by the background job.
CREATED	The schedule has been created and is waiting to be posted. (In this status, schedules can be added, recalculated, deleted, or re-created.)
POST Q	The schedule has been put into Post queue, waiting to be posted by the background job.
POSTING	The schedule is being posted by the background job.
POSTED	The schedule is posted.
ERROR	A problem occurred with the posting. The schedule cannot be re-created. In addition, a toolbox routine should be run to post the remaining items on the schedule. If the items are not posted, the period may not close.

at risk day

Each day of an inpatient stay that is not authorized by the patient's insurance. A day is not considered authorized unless all of the following conditions exist:

- The auth/referral date is no later than the day in question.

- The auth/referral expiration date is no earlier than the day in question.

- The auth/referral's status is APPROVED, CLOSED, or EXPIRED.

- The auth/referral is mapped to a referral type of **I** (inpatient) in the MIS Referral Type Dictionary.

audit trail

A log of changes made to data, for example, a report that shows changes in a patient's height and weight. The log can also show the user who made the edits.

auth/referral

In the MEDITECH ARM Module, a request made by a provider for authorization of specific care services performed by another provider.

Health plans may require that designated primary care providers initiate an auth/referral for coverage of specialty services. The insurance provider or managed care office must approve the auth/referral before the specialist's services are covered.

authorization

See auth/referral.

authorization number

A number issued by the insurance carrier indicating that a referral for health care services is approved. This number appears as the auth/referral's identification number on auth/referral Lookups and in the Authorization Number field on the Process Referral and Process Referral by Patient screens

authorized services

Services that an insurance plan ordinarily covers under the terms of the patient's insurance benefit. To provide these services, an insurance carrier or managed care office usually requires a referral from a provider affiliated with the plan.

---

backfiled order

An order that is entered in another module and transmitted to the Order Entry Module (OE) (for example, an order placed in the Provider Order Management Module (POM) and filed to OE).

background billing interface job (OE BAR INFCE)

An internal program designed to compile billing information to be collected by the Billing/Accounts Receivable Module (B/AR), and calculate the previous day's statistics.

The background billing interface job runs once a day, just after midnight, and only if the OE background print job is running.

background job

A job that runs without user interaction. Background jobs are predefined to run on a dedicated background job client.

background print job (OE BKG)

An internal program designed to process print jobs and report print job status to users.

When the background print job is running, the following events occur:

- orders and requisitions entered via OE print at their appropriate destinations, or transfer directly to interfacing modules like Blood Bank, Laboratory, Microbiology or Imaging & Therapeutic Services.

- orders or reports in the print job's delay queue are sent again

- the system reviews orders of patients discharged via Admissions, and cancels future orders

When the background print job is not running, none of the above occur.

basis

A specified asset value that Fixed Assets uses to produce the asset's accumulated depreciation.

> Percentage (associated with the asset's depreciation method) X asset's value =
> accumulated depreciation

bed status

Describes the condition of a bed at your health care organization as defined in the MIS Bed Dictionary. For example, CLEAN or BED UNAVAILABLE.

Users can assign patients to any bed, regardless of its status. Even if a bed has an inappropriate bed status, such as DIRTY, it is technically available for patient assignment as long as the bed is unoccupied.

bed type

An indicator that classifies the level of care assigned to a patient during a stay in a health-care facility.

benefit plan

A combination of benefits contracted under an insurance plan.

bill on status

The order status (for example, ORDERING or RESULTING) in clinical modules at which a procedure is eligible to be sent as a charge to the Billing/Accounts Receivable (B/AR) Module.

In the LAB modules, you specify order status at the **LMB Bill Status** (LAB, MIC, and BBK) and **PTH Bill Status** (PTH) parameters. You can override these values at the **Bill on Status** prompts in the Test and Procedure dictionaries.

In ITS, you specify order status at the **Bill on Status** prompt in the Procedure Dictionary (Billing/Printing page). You can override this value by site in the same dictionary.

In Order Entry, you specify order status at the Bill on Status prompt in the Category Dictionary.

billing comment

A message on the printed form that provides useful information about the account, for use by other staff.

billing procedure code

A code used to transfer charge information for a test or procedure from a MEDITECH module to the Billing/Accounts Receivable module.

The system uses the billing procedure code corresponding to a procedure's HCPCS/CPT Code to evaluate whether the procedure is medically necessary. Billing procedure codes are assigned (in the MIS Billing Requirement Data Routine) to a set of requirements with specific diagnosis and modifier data defined for each code.

billing site

The site credited when a procedure is advanced to its bill-on status. The billing site is the site the user has selected to gain access to the system and advance the procedure to its bill-on status.

book

A derived value that is equal to the cost of the asset minus the accumulated depreciation.

buffer

A reserved portion of memory in which data is temporarily held while being transferred to another location.

button

A visual representation of a routine, menu, or function. You access the routine, menu, or function by clicking on the button.

Desktop Buttons

The presence of a button on a desktop indicates you have access to the button's corresponding routines or menus.

Buttons on Process Screens

Process screens have a row of buttons on the top of the screen. If a button is inactive ("grayed out"), you cannot access the routines, menus, or functions associated with that button.

Toolbar Buttons

The buttons on the MEDITECH toolbar are consistent in all modules. They perform basic functions such as saving or exiting a screen.

cache

As a noun, memory where frequently used data values are stored.

As a verb, to place frequently used data values into memory.

canned text

A frequently used text passage that you can store in the Canned Text Dictionary for your module and use as needed.

Canned text can include data fields that are replaced by data from the application database when a user inserts the canned text into a text file.

capital expenditure

The cost and associated expenses incurred during the purchase of an asset that benefit your health care facility for multiple accounting periods.

capitated payment

Under a capitation arrangement, the payment made to an eligible provider at the end of each month. The payment is based on a fixed amount for all that provider's members.

capitation

A system in which providers agree to accept an established payment in advance in return for services. The provider is periodically paid a specified fixed amount for each person served (for example, PMPM – per member per month) for a group of specified health services, regardless of the actual number or nature of services delivered.

care area

A location in a health care organization that has primary responsibility for a patient's care. An example is the patient care station to which the patient is assigned. Such a location can be designated as Inpatient or Outpatient in the MIS Location Dictionary.

care group

An organized group of health care providers who usually work together in the same location. Also referred to as a practice.

care plan

A type of plan of care that is open-ended, relying on achievement of specified goals and does not have a specific ending date (unlike a critical path).

category

A logical grouping of procedures or orders within the Order Entry Module (OE), reflecting a department or division within a department Cardiology, Laboratory, Blood Bank, Work, Dietary, and Medication are examples of categories.

category

A label that you assign to a group of people. This label lets you to send reminders to a group rather than to individuals.

You create a category in the Category Dictionary, then use the Access Dictionary to make the category available to user groups.

category type

The characteristic of a category that governs whether

- the associated order or requisition applies to patients, locations, or both
- a change in price appears in the Billing/Accounts Receivable Module
- the category's procedures can be interfaced with other modules

The following table describes the types of categories.

Type	Dictionary	Patients	Location	Charges	Used in Routines
Order	Procedure	Yes	No	Yes	Enter Orders
Stock	Procedure	Yes	Yes	Yes (for patients)	Enter Orders Enter Requisitions
Diet	Dietary Procedure	Yes	No	No	Enter Orders
Nursing	Care Procedure	Yes	No	Yes	Enter Orders
Payment	Payment Procedure	Yes	No	Posted to GL or B/AR	Enter Misc. Cash Enter Orders
Work	Procedure	No	Yes	No	Enter Requisitions

Category types are assigned to categories in the OE Category Dictionary.

claim

A request for payment in accordance with the terms of an insurance policy. A claim can also refer to the amount of money requested.

class

A category in which to group assets. You can use the FA Class Dictionary to sub-divide general categories into more specific classes.

The following are examples of asset classes.

- property
- office equipment
- x-ray equipment

client PC

A personal computer (PC) that accesses shared network resources provided by a server.

clinical department

A department within LAB, ITS, and PCS used to track procedures, interventions, user access restrictions. For example, LAB departments provide organization of workload for the testing and reporting of specimens. LAB departments include Chemistry, Hematology and Urinalysis.

GL departments have matching clinical departments, however, clinical departments have no link with GL departments. The B/AR module does not recognize clinical departments.

coded/uncoded allergies/adverse reactions

coded

Allergy/adverse reactions defined in the MIS Allergy/Adverse Reaction Dictionary. For example, the PHA Module uses only coded allergies/adverse reactions to check for medication reactions.

uncoded

Allergy/adverse reactions entered via the Enter/Edit Patient Data - Allergies/Adverse Reactions screen. For example, a user might enter an uncoded allergy/adverse reaction when he or she is not sure whether the allergy/adverse reaction is valid.

coding method

A standardized scheme or format for procedure codes. Examples are REV codes, CPT codes, and ICD-9 codes. The same procedure can be represented by several different codes, depending on the coding method.

compilation number

A number that you can use to identify the compilation of a selection file, log, or purge list. The system assigns the number when you compile a file (or a temporary list of accounts).

Note: For purge lists, the compilation number is also known as the purge list number.

compiled report statuses

The system assigns each compiled report a status that describes whether you can print the compiled report. The following table lists and describes the compiled report statuses.

Status	Description
CREATE Q	The report is queued as a background job.
COMPILING	The report is being created by the background job.
COMPILED	The report was created.
PURGE	The report data was purged.
HALTED	A user halted the compilation of the report.
CRASHED	The report compilation crashed.
(no status)	The report has never been compiled. You must compile the report prior to printing it.

confidential status

A status indicating that information for a patient is private. Access to confidential information is restricted to authorized users only. In a Lookup, the letter c appears to the left of a confidential patient's name.

Patient confidentiality is assigned through routines in various MEDITECH modules as shown below.

Routine	Module
Enter/Edit VIP/Confidential Status Routine	Admissions
Location Dictionary	MIS
Enter/Edit Patient Routine	Medical Records
Enter/Edit Temporary Location Routine (patients at a confidential location)	Order Entry

Compare with VIP status and sealed records.

continuous order

An order that remains active indefinitely until canceled or put on hold. Continuous orders are generated daily by the Midnight Run.

contraindication

A patient condition that precludes prescribing a specific medication. That is, a patient with this condition should not take the medication at all or only in reduced doses because of potential side effects.

For example, drugs that affect the kidneys, such as gentamicin, are contraindicated for patients with impaired renal function.

coordination of benefits provision

A provision in a group insurance plan specifying that the plan does not pay for amounts reimbursed by another group health insurer. These provisions ensure that an insured's benefits from all sources do not exceed the entire allowable medical expense.

copayment

The amount of health care cost that the covered person is responsible for paying (varies depending on benefit plan).

cost

A non-derived value that equals all of the expenses involved in the purchase of an asset.

cost - salvage

A derived value that is equal to an asset's cost minus its salvage value.

covered services

Health care services that are authorized for payment by the insurance carrier, within a given plan.

CPT (Current Procedural Terminology) Code

A standard code that identifies a medical test, procedure, or product.

critical path

A type of plan of care that describes an optimal sequence and timing of key events in the process of care for a particular problem. A critical path has a timeline and a specific ending date, unlike a traditional care plan.

critical pathway

A patient Plan of Care encompassing goals, diagnoses (from patient care or other disciplines), and interventions (from patient care or other disciplines). A critical pathway can be defined by level or by day.

Critical paths do not require patient care diagnoses, and may only have goals and interventions.

current diet

The diet for a patient's next scheduled meal. Meal times are defined in the OE Customer-Defined Parameters Dictionary.

The current diet generally appears on meal labels. Thus, the current diet is also called the display diet.

cursor

An indication of your position on the screen, most often in the form of a flashing vertical line at a prompt.

custom report

A unique report created using the NPR Report Writer.

custom report

A unique report created using the NPR Report Writer.

Customer-Defined screen (CDS)

An entire screen or a portion of a screen that your health care organization can use to collect data not captured on a standard screen.

CDSs occur in most MEDITECH modules. CDSs are defined in the MIS Customer-Defined Screen Dictionary, where you can specify information about each prompt and the corresponding response field on the screen. Your health care organization's assignment of CDSs in dictionaries and parameters determines when and where CDSs appear in your modules.

data field

A single element of MAGIC code that retrieves an item of data from the MEDITECH database, for example, a patient's age or a lab specimen number.

Data fields can be inserted into documents such as labels or letters or incorporated into rules. For example, **[f pt name]** represents a data field which retrieves a patient's name and inserts it into a label, letter, rule, etc.

data item

A single piece of information on a panel. For example, on the Vital Signs panel, the data items listed are temperature, pulse, respiratory rate, and blood pressure.

date retired

The date you retire an ACTIVE asset. For INITIAL assets, this is the date you propose to retire the asset.

Declining Balance 125%

One of five standard methods of calculating depreciation. This method is an accelerated depreciation method where a large portion of the asset's cost is written off at the beginning of its useful life. The system calculates the amount of the depreciation using 125%.

Declining Balance 150%

One of five standard methods of calculating depreciation. This method is an accelerated depreciation method where a large portion of the asset's cost is written off at the beginning of its useful life. The system calculates the amount of the depreciation using 150%.

deductible

An initial amount specified in an insurance policy from which a benefit plan is exempted. The policy holder must pay this amount before the plan covers any remaining expenses under the terms of the policy.

---

default response

A pre-determined prompt response that automatically appears at certain prompts. You can edit default responses.

delay queue

A temporary location in which new Order Entry Module (OE) orders are placed after they have been unsuccessfully transmitted several times from the print queue. OE continues attempting to transmit orders from the delay queue after it completes transmitting orders from the print queue.

An order can be placed on the delay queue for many reasons, for example, if the designated printer is non-existent (not defined or INACTIVE in the UNV Printer Dictionary), malfunctioning, or disconnected.

delimiter

A special character (typically, a dash) which separates parts of an asset number (for example, prefix from suffix). A delimiter allows you to

- associate the prefix of an asset number with a link number

- use the link number to initialize multiple assets from one invoice line

Demo Recall

A permanent file that stores patient demographic information, such as insurance, next of kin, address, and guarantor. The system creates a single Demo Recall file for each patient.

The Demo Recall file contains the type of information that typically does not change with each visit. For example, the Demo Recall file stores address information but not the admitting doctor.

Using Demo Recall information minimizes the amount of data entry required. For example, during admission, when a previous patient arrives for a new visit, the system updates the screen with the information stored in the Demo Recall file for that patient. Registration personnel review and update the information that has changed since the last visit.

demographic information

Information that is <u>not</u> key field information but that <u>is</u> used to identify a particular patient. The following fields are considered demographic fields in MEDITECH's ARM Module.

- Maid/Oth Name
- Street
- City
- State
- Zip Code

- Home Phone
- Marital Status
- Employment Status
- Employer
- Work Phone Number

department

A location in a health care organization that is responsible for administering various procedures. An example is the Cardiology Department. Such a location is designated as a Department in the MIS Location Dictionary.

dependent

An insurance plan member who is entitled to receive coverage based upon a family relationship to the plan subscriber. Each plan determines which family members (spouses, children, elderly parents) qualify as dependents and may place conditions on these relationships. For example, children might qualify for coverage only if they are under 18.

depreciation

A calculated portion of the cost of an asset allocated to all of the periods in which services are received from the asset.

Your health care organization can choose one of the following methods of depreciation.

- standard method
- table
- direct entry

derived value

A value of an asset whose amount changes only when other values for the same asset change. For example, whenever the cost or the accumulated depreciation change for an asset, the book value changes by the same amount.

desktop

The menu that appears when you sign onto a MEDITECH module. A desktop contains buttons that indicate the contents of the menu or routine that appears when you click on the button.

Each button provides access to a menu or a routine. Menus may lead to other menus. Routines are distinguished from menus on the desktop by a small black arrow in the lower left corner of the button.

standard and custom desktops

Each MEDITECH module has a standard desktop, which can display up to 25 buttons. Administrators control access to the routines and menus on the standard desktop by creating custom menus and desktops in the NPR Module.

Custom menus and desktops are created to suit the unique needs of individual users, and usually contain only the routines necessary for a user to perform his or her job.

destination

A printer or device receiving information such as patient orders. You can also have a destination set.

destination set

A predefined group of devices (that is, destinations) receiving information, such as patient orders. A printer from the set is selected based on the patient's facility or order site.

dictionary

A user-defined set of information unique to your health care organization. Dictionaries contain relatively permanent information that is commonly shared by multiple departments throughout your health care organization.

direct entry

One of the three ways of calculating depreciation for an asset. You enter a specific figure that Fixed Assets uses to reduce an asset's value for the entire life of that asset.

direct transaction

An unscheduled transaction that you apply directly to an asset to change its value.

For example, if a new wing is added to an existing building, the addition increases the value of the building by the entire cost of the new addition.

Double Declining Balance

One of five standard methods of calculating depreciation. This method is an accelerated depreciation method where a large portion of the asset's cost is written off at the beginning of its useful life. The system calculates the amount of the depreciation using 200%.

download

To transfer a file from one system to another. For example, you can download a report from a MEDITECH module to your PC.

Drill Down Reporting

This feature provides process screens that allow users to track GL batch information from GL back to the module that generated the batch. Users can print reports throughout the drill down process to obtain various levels of information.

DSM-IV (Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition)

A system of codes maintained by the American Psychiatric Association. All DSM-IV diagnostic codes are also valid ICD-9-CM codes. The following axes are used in the DSM-IV classification system.

Axis	Description
I	Clinical disorders and conditions that need clinical attention (for example, anxiety disorders, mental disorders due to a general medical condition, mood disorders, somatoform disorders and subtance-induced disorders)
II	Personality disorders and mental retardation
III	General medical conditions
IV	Psychosocial and environmental problems
V	Global Assessment of Functioning Scale

duplicate order

An order entered more than once, for the same patient, within less than the time specified for the procedure at the **Duplicate Order Hours** prompt in the Procedure Dictionary.

If you enter a duplicate procedure during order entry, a message alerts you, and you are asked to supply a clinical justification for the duplication.

duplicate order hours

The minimum number of hours allowed between consecutive orders of the same procedure and for the same patient. Your health care organization sets this interval in the Procedure Dictionary.

e-code

An ICD-9-CM code used for Durable Medical Equipment (DME). E-code stands for External Cause of Injury code.

Electronic Data Interchange (EDI)

The automated exchange of data and documents in a standardized format.

For example, the Materials Management module uses EDI when it sends purchase orders to a vendor directly. Also, the Admissions module uses EDI when it receives insurance information directly from an outside insurance database.

electronic signature

A MEDITECH feature that allows eligible users to "sign" reports, orders, and patient records that are electronically stored.

This feature allows your providers to verify records without signing paper copies. It also allows your health care organization to store reports and patient records electronically, eliminating voluminous paper files.

EMR (Enterprise Medical Record)

A MEDITECH module that collects, stores, and displays clinical data for patients within a health care organization.

Health care providers use EMR to access multiple sources of patient information at one time. EMR accepts data from many separate MEDITECH enterprises, such as hospitals, clinics, and provider offices, as well as data from outside vendor applications.

Patient information processed by EMR ranges from demographic and status data to orders performed and medications administered during a visit. Because this information is never purged from EMR, patient histories are permanently maintained.

📓 Note: For certain facilities, for example, employee health and veterinary lab testing, you may not want patient data to go to the EMR. Therefore, in the MIS Facility Dictionary (MIS System Dictionaries in the MIS Toolbox), the prompt, **Suppress**

from EMR?, can be set to **Y** to prevent data transfer from NUR, PCS, and other Modules.

EMR Identifier (EMR ID)

The unique name assigned in various dictionaries to EMR items. The EMR ID is the name by which a dictionary item appears in the Enterprise Medical Record (EMR). Items must have an EMR ID before they can appear in EMR.

The EMR ID allows you to differentiate similar items in various dictionaries. For example, a Microbiology procedure and a LAB test could have identical mnemonics within their respective dictionaries. Assigning an EMR ID prevents any confusion in EMR.

EMR Item

An item from one of several MEDITECH dictionaries that has been assigned an EMR ID. Items can be tests, interventions, queries, or procedures.

EMR prefix

One or more characters that precede an EMR number. The number prefix is determined by a health care organization and entered by a MEDITECH Applications Specialist using an EMR utility.

The prefix cannot:

- contain characters that are illegal in a Windows® file name (for example, .<>*)

- end in a numeral

- include lowercase alphabetical characters (that is, they must be capitalized)

MEDITECH recommends a one- or two-character upper-case alphabetic prefix.

enterprise

A health care organization comprised of several different types of care-delivery services. Examples include, acute care hospitals, long term care facilities, home health agencies, outpatient centers, and physician practices.

For example, in SCH, multiple facilities can use one SCH database to book appointments at all the facilities in the enterprise. Or, several facilities can use multiple SCH databases to book appointments across the enterprise. Users can view booked patient appointments in different facilities using one routine.

Enterprise medical record (EMR) number

A unique number assigned to a individual receiving services by the Enterprise Medical Record Module. This number identifies an individual's medical records throughout the individual's lifetime. Each EMR number has a unique one- or two-character prefix.

The system assigns an EMR number to an individual during registration. Users can identify individuals by EMR number at most **Patient** prompts. The number accompanies other demographic information (such as account number and admitting provider) on many screens throughout EMR.

expression

Tells the system how to connect the department with the number entered at the EOC prompt in the FA Class Dictionary to create a valid GL expense account number.

facility

An independent registration area and medical record department, typically with a single Master Patient Index, within an MIS. During admission/registration, a patient is assigned to a facility and given an account number that includes a facility identifier.

A facility may be a part of the organization's physical location or an off-site location.

In the MIS module, system administrators can restrict user access to facilities.

favorite order sets

One or more commonly placed orders that a specific provider can order in the Provider Order Management Module (POM). (POM is accessible from both EMR and PCS).

When entering orders in POM, providers can edit the default values and responses defined for the favorite orders in the OE Favorite Order Sets Dictionary.

field source type

The source from which a data field is created.

- Standard fields are supplied by MEDITECH.

- Custom fields are created by MEDITECH specifically for your health care organization.

- Modified fields are standard fields that have been edited by MEDITECH for your health care organization.

financial class

A group of common insurances defined in the MIS Financial Class Dictionary. Insurances are associated with a default financial class in the MIS Insurance Dictionary (one of the MIS clinical dictionaries).

Your health care organization can use the financial class to retrieve information for reporting purposes or to determine which patient types are subject to medical necessity evaluation.

Financial class can be linked in the ABS Patient Class Dictionary with a patient type to form a patient class. For example, the type Inpatient can be combined with the financial classes MC and MD (Medicare and Medicaid) to form a patient class IN MC-MD

Find Window

When you click 🔍 on the toolbar or select Edit on the verb strip, the Find window appears.
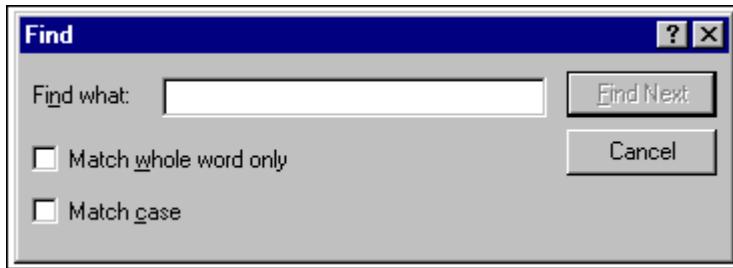
fiscal year

The total fiscal periods for a year.

foreground job

A job that usually requires user interaction. Foreground jobs usually run on a user's client PC, but can (on rare occasions) run on a background job client.

formula

Dosage instructions for administering a patient's dietary supplement (such as Ensure).

frame

An independently functioning section of the EMR screen.

The Menu frame displays the EMR menu options. The Data frame displays visit information.

free text

Text that can be made up of any combination of characters with no pre-defined format. Some MEDITECH fields allow free-text entries. Other fields require specific types of responses such as numeric, date, or time.

frequency

The increments by which scheduled transactions are created. You specify the frequency in the parameters when Fixed Assets creates scheduled transactions. You can increment by GL Period or Year End

function

A routine that is available from within a process routine.

For example, in the Order Entry module, Cancel Orders is a function in the Review Orders Routine.

future order

An order for a procedure whose service date occurs in the future (T+1). The category's **Hold Future Orders?** field must be set to **Y**.

For example, the system waits until the service date arrives before it deducts an item from the Materials Management for a stock-type order.

generic user

A user who is not specifically defined as a user in an ARM Access Dictionary entry. (The user is not entered in the Users field on the main Enter/Edit Access screen.)

GL corporation

A number assigned to a health care organization (or part of one). The number is used to separately track revenues and expenses for each facility within a multi-facility organization.

GL department

A location within a health care organization that generates either revenues and expenses or expenses only. Examples of departments include Cardiology (which generates revenues and expenses) or Housekeeping (which generates expenses only). In the GL chart of accounts, a department is constructed by combining a GL corporation component with a generic department component.

GL distribution

Defines the accounts that are debited whenever the amounts associated with the GL Value change the value of an asset.

GL expression

A formula for creating GL account numbers. Instead of entering one GL account number at a time, you can define an expression that combines GL components to form one or more account numbers. The system looks at the expression you have defined to determine which dictionaries contain the component values needed for creating the account.

For example, CRP_"."_"1100.0030" combines all CRP component values with the literal account value "1100.0030".

GL period

A period of time (usually a month) used for

- tracking financial and statistical activity
- compiling financial and statistical reports

You can define GL Periods in the MIS GL Accounting Periods Dictionary.

A fiscal year can be divided into either 12 or 13 GL periods.

GL Value

An asset value that you specify in the parameters. to represent the accumulated depreciation and whose scheduled transaction are sent to General Ledger.

Note: In most circumstances, the ACC DEPR value is the GL Value.

group response

A group of related responses assigned to a Group type query.

For example, you might define a group response of Pain that includes the responses None, Slight, Moderate, and Extreme. The responses appear in a Lookup.

Group responses are defined in the MIS Group Response Dictionary.

HCIS (Health Care Information System)

A set of related databases that share dictionaries and data within a ring. MEDITECH stores all application databases (for example, MIS, BAR, etc.) in an HCIS. When defining an HCIS, MEDITECH specifies the list of servers that the HCIS is allowed to use. Each HCIS is linked logically (not physically) to a ring.

Note: Most health care organizations have only one HCIS associated with each ring. However, multiple HCISs (for example, Live A and Live B) can exist on one ring.

HCPCS/CPT Code

A standard code that identifies a medical test, procedure, or product.

You can define HCPCS/CPT Codes in the MIS HCPCS/CPT Code Dictionary.

CPT (Current Procedural Terminology) is an AMA (American Medical Association) code system. For example, a complete blood count has a CPT code of 85022.

HCPCS (HCFA Common Procedure Coding System) are Medicare codes used to supplement CPT codes. For example, a plaster cast has an HCPCS code of L2102.

HHIS (Home Health Information System)

A set of related computer databases used by home health care organizations to track and manage their activities. An HHIS can be linked to and share information with an HCIS.

hot key

A keystroke that invokes a function, routine, or menu. A hot key is often provided as a keyboard alternative to using a mouse.

For example, in process routines, a letter appears on each process button. To access a button, you can type the letter (that is, the hot key) or click on the button.

Many buttons on process routines access menus that contain hot keys. If a letter in a menu item is underlined, you can press that letter to invoke the function or routine.

The example below shows the two types of hot keys mentioned above. The **S** hot key on the process button invokes the pop-up menu you see in the graphic. You can then select an item from the pop-up menu by pressing one of the underlined keys (for example, **E** for Edit Statement Info).

Note: Hot keys also appear in tab titles.

ICD9 Code

A medical diagnostic code that serves as a criterion for determining insurance reimbursement.

This code is used mainly to document the reason for ordering a procedure. ICD9 codes indicate the condition mostly responsible for causing hospitalization or other use of health care services.

ICD9 refers to the International Classification of Diseases (ninth revision).

icon

A small graphic that is a symbol for a type of visit. The following is an example of the icon that indicates a recurring visit.

Inbox/Outbox

Routines used to send and receive information to and from applications. The Inbox processes incoming data, and the Outbox processes outgoing data.

Inboxes and Outboxes are used by sites that combine the following:

- MEDITECH modules and non-MEDITECH applications
- Client/Server (C/S) and MAGIC modules (that is, mixed platform sites)
- Different Client/Server (C/S) systems, such as conventional C/S modules and Long Term Care (LTC)

index file

A system-created internal file that contains subsets of information for a record. Several MEDITECH modules (such as ABS, B/AR, MC, MM, MRI, P/P and PRV) use index files.

When you compile a report, if you include an index file as a select field, the report compiles faster than it does without an index file.

Example Using an Index File

Assume that you want to create an Abstracting report that includes all females admitted in the month of August 1999.

1) In the Compile an ABS Patient Report Routine, respond to the select field prompts.

2) Because the ADM DATE Select field has index files, the system searches this field before it searches the SEX field.

The system finds only the records of those patients who were admitted in the month of August 1999 (ignoring all other patient records).

3) Then the system searches only the records that appear in the first search for those that have a value of F in the SEX field.

4) Because the system needs to search only a portion of the total patient records, the report compiles in less time than it would compile if it searched all patient records.

inpatient

A patient who is admitted to your health care organization for treatment. Inpatients are assigned a room and bed, and incur automatic room and bed charges.

input

Data that the user types into the system.

insert mode

A text entry mode in which the text editor inserts all characters you type at the cursor position. To make room for each new character, any existing characters to the right of the cursor are shifted one space to the right.

Many text editors let you choose between insert mode and overtype mode.

insurance carrier

A company that underwrites and administers insurance policies.

insurance plan status

A patient has one of the following insurance plan statuses.

Status	Description
PENDING	The patient's policy is not yet effective (the policy's effective date has not arrived)
VERIFIED	The patient is entitled to receive care under the policy plan (the policy's effective date has arrived)
DENIED	The patient was refused coverage by the insurance carrier or is otherwise not entitled to receive care under the policy plan

interaction (medication)

A chemical or physiological reaction that can occur when two or more different medications are taken together. Subsequent drugs may increase or decrease the effect of the first drug.

For example, if captopril, commonly used to lower blood pressure, is given to patients who are also taking a diuretic, the combination may occasionally produce a sudden reduction of blood pressure.

interaction/conflict group

A group of order-checking settings defined in the MIS Interaction/Conflict Group Dictionary for orders placed by providers in Ambulatory Order Management (AOM), Operating Room Management (ORM) and Provider Order Management (POM).

inter-corporate transfer (ICT)

A transaction to cover situations in which moneys are "due to" or "due from" corporations. For example, in a multicorporate environment, one corporation's Accounts Payable might pay an invoice covering goods for departments in another corporation.

Inter-corporate transfer (ICT) transactions are necessary to keep each corporation's accounts in balance. ICTs are typically needed in batches read in from other applications. The system does not allow you to post a batch if its corporations' total debits and credits are out of balance.

interface

A program that allows one module to transfer data to and from another module or non-MEDITECH software.

MEDITECH defines interfaces in the MIS Inbox and Outbox. You can monitor these interfaces using the MIS Inbox and Outbox Routines.

interface queue

A central repository in which orders are placed in a sequence while waiting to be transmitted to an interfacing module which is temporarily unavailable.

interfaced order

An order that the Order Entry (OE) or the Provider Order Management (POM) module transmits to another MEDITECH module (for example, LAB or ITS) or to another vendor's module. Interfaced orders have categories defined in the Category Dictionary with both the

- Process by Care Area prompt set to N

- **Interface to System** prompt set to another MEDITECH module (LAB, MIC, BBK, RAD, DPT, NUR, or PHA) <u>or</u> the **Outbox Recipient** prompt set to another vendor's module

Interfaced orders cannot be canceled or amended in OE or POM. Users in these modules can only request cancellation of an interfaced order by users of another module.

intermediary

An agent that contracts with service providers to process patients, authorization referrals, and reimburse claims (or some combination of all three) covered by a benefit plan.

In addition to handling membership and financial matters, an intermediary may perform other functions such as providing consultative services to providers, serving as a center for communication with providers, or making audits of providers' needs. An intermediary may also contract out some portion of the financial risk associated with a particular benefit plan to a satellite Managed Care office.

intermediary number

See precertification number .

internal name

A name given to a report for the purpose of locating the report. The internal name does not appear on the report. The first five characters of the report, **zcus.**, are assigned by the system. You supply additional characters to identify the report.

Internet Gateway

A Web browser-based product that organizes information (in HTML format) from your clinical, administrative, and financial modules for access over the Internet and intranets. All MEDITECH information transmitted over the Internet is encrypted (scrambled) to ensure security.

The Internet Gateway gives the following authorized users real-time access to pertinent health care information.

- Care Providers
- Information Systems Staff

- Executives
- Other Employees

- Administrators
- Patients

These users can access the information from within a health care facility or from a remote location such as the user's home.

The Internet Gateway is interactive. For example, patients can request appointments or prescription renewals.

intervention

A task or action that a caregiver performs. Examples of interventions include measure vital signs every 30 minutes, administer a bath Q1D.

invoice

A bill from a vendor for items purchased and received.

job

A function or task performed by a computer system. You can classify a job as either a background job or a foreground job.

Julian Date

A five-digit internal format for expressing a date. The first two digits denote the year, and the next three denote the day of the year, from 1 to 366.

Examples:

- 04005 denotes January 5, 2004
- 04365 denotes December 31, 2004
- 96366 denotes December 31, 1996 (a leap year)

key field

A field containing information that ARM uses for patient identification.

Key field	Used for
Name	Patient identification within MRI and ARM
Birthdate	Patient identification within MRI
Sex	Patient identification within MRI
Social Security Number	Patient identification within MRI and ARM

leave of absence (LOA)

A Medicare term for a period during which a patient is temporarily absent from a facility for therapeutic or rehabilitative purposes and is expected to return after midnight of the same

day or at a later date. The bed and room assigned to a patient on LOA are held until the patient returns.

limit

A specified amount that an asset's value cannot fall below, regardless of any scheduled or direct transactions that the system applies.

link number

Identifies one or more lines within multiple invoices that contain information necessary to create a new asset. The link number is created via the MM-AP Interface (in the Materials Management Module).

Live system/date

The system MEDITECH sets up when the customer is ready to actively use the software.

Live date refers to the date on which the facility stops using its existing system and begins using the MEDITECH system on a daily basis.

location

A specific floor, unit, or area within a health care organization that provides patient care and other services.

In a multi-entity environment, each location must be associated with one facility. An entry for all physical locations in an HCIS must be made in the MIS Locations Dictionary. A location may be classified as one of the following types:

- Inpatient (where rooms and beds exist)
- Outpatient (non-inpatient areas where patients receive treatments)
- Other departments (areas in your organization that do not provide patient care services) For example, Business Office, Nursing Administration, or Dietary Department)

lock

A safeguard the system uses to prevent several users from accessing the same data or procedure at the same time.

LTC (long term care)

An admitted account in a long term care facility. These accounts are distinguished from typical acute care accounts that are expected to be discharged in a few days. The EMR Module displays LTC accounts separately from acute care accounts.

MAGIC

MEDITECH's proprietary programming language. The operating system executes MAGIC program statements after they are interpreted.

MAGIC code

MEDITECH's programming language and operating system. Programs written in the MAGIC programming language are interpreted and executed by the MAGIC operating system.

managed PC

A personal computer (PC) associated with a location.

manufacturer

A company that makes the goods a vendor sells to your health care facility.

manufacturer serial number

A number assigned to an item by the manufacturer to identify that item. The manufacturer serial number can be made up of numeric characters, alphabetic characters, or both.

Master Patient Index (MPI)

A file that permanently stores the following patient information.

- name
- unit number
- date of birth
- age
- sex
- maiden/other names
- mother's name
- visit history
- record status

The system uses this information during the MPI Search to help you identify patients who possess a record in the MPI.

medical necessity

A set of criteria used by insurance carriers to approve or deny payment for procedures ordered on a patient.

To determine the medical necessity status of a procedure, the system evaluates an ICD9 (diagnostic) code that the user enters for that procedure. Insurance carriers cover the costs of procedures only when a patient's diagnosis indicates the procedure is medically necessary.

medical necessity status

The status of an ICD9 code that the user enters for a patient's ordered procedure.

To evaluate the procedure for medical necessity, the system compares this code to acceptable ICD9 codes (defined in the MIS Billing Requirement Data Routine) for the patient's financial class and patient type.

Medical necessity statuses appear in the **Status** field of the MIS Enter ICD9 Codes for Orders screen. The following table summarizes the medical necessity statuses.

Status	Description
APPROVED	The diagnosis entered in the clinical module matches an acceptable diagnosis defined in the MIS CPT Requirements Dictionary.
REJECTED	The diagnosis entered in the clinical module does not match an acceptable diagnosis defined in the Billing Requirements Dictionary.
UNKNOWN	Acceptable diagnoses are not defined in the Billing Requirements Dictionary for the billing procedure.

If the status of a procedure is REJECTED or UNKNOWN, the user can print the Advanced Beneficiary Notice. By signing this form, the patient acknowledges financial responsibility for having the procedure performed.

menu

A list from which you access routines or other menus.

Menus appear when you click on a desktop button, Process routine button, or item from another menu.

standard and custom menus

MEDITECH provides a set of standard menus with each module. Standard menus are available on a module's standard desktop. Administrators control access to routines by creating custom menus and desktops in the NPR Module.

Custom menus and desktops are created to suit the unique needs of individual users, and usually contain only the routines necessary for a user to perform his or her job.

Merge From patient

A patient whose patient record has been incorporated into another patient file. Also called a merged patient.

If merged information exists for the patient currently selected on the Process Patient screen, the Process Merged Records function is available (to users with access to the function). Users with access to Merge routines can use the Process Merged Records function to view and list any patient records that are merged with the selected patient.

Merged patients do not appear on the ARM Patient Lookup.

Merge To patient

A patient who has had one or more patient records incorporated into his or her patient file via the MRI Merge Patients Routine.

If merged information exists for the patient currently selected on the Process Patient screen, the Process Merged Records function is available (to users with access to the function). Users with access to Merge routines can use the Process Merged Records function to view and list any patient records that are merged with the selected patient.

merge/unmerge

merge

To combine the records of a patient who has two or more medical record numbers into one patient record (with one medical record number) via the MRI Merge Patients Routine. Merged patients do not appear on the ARM Patient Lookup. Depending on your access, you can use the Process Merged Records function to view and list merged patients' records.

unmerge

To return merged patient records to their original, unmerged state via the MRI Unmerge Patients Routine.

merged patient

See Merge From patient.

Microsoft® Word queue

A queue containing Microsoft® Word documents (for your ARM database) waiting to be compiled (assembled or created) or printed.

📓 Note: The background job that processes the Microsoft® Word queue appears as MSWord Queue-ClientPC in the MIS Process Background Job Routine.

Midnight Run

A background job that runs daily at a set time, usually at night when network activity is light. A Midnight Run performs system-maintenance tasks that vary by module.

For example, in the Admissions Module, the Midnight Run

- compiles patient charges
- updates the Admissions census and statistics
- deletes inactive accounts
- discharges recurring patients

min/max range

The acceptable range of minimum and maximum percentage values at which an image is displayed.

MIS

Medical Information System. The MIS Module is a collection of shared dictionaries and utility routines that allow your health care organization to create customized databases. For example, the MIS User Dictionary contains all the users in your health care organization.

mnemonic

A short series of characters that represents a larger, more complex series of characters.

Mnemonics identify entries in MEDITECH dictionaries.

modifier

A code that modifies (or clarifies) a procedure's HCPCS/CPT Code (for example, LEFT for an arm x-ray or REPEAT for a LAB test). Users can associate an unlimited number of modifiers with any billing procedure code.

module

A set of related programs within the MEDITECH Information System that operates independently and may share data with other modules.

A module consists of a set of routines organized in a system of menus. For example, Order Entry is a module.

📓 Note: Application and module are synonymous.

Month in FY

An option for the proration of depreciation which specifies that the calculation of depreciation begins in the month the asset is placed in service (made active). This option applies only to the standard method of depreciation.

MPI Search

The steps you take to retrieve a patient's record when identifying a patient at the **Patient** or **Record** prompts. Search criteria include the following:

- name (exact and Soundex)
- date of birth
- sex
- maiden/other name

The search takes several passes through the patient database, applying a broader range of criteria after each pass in which the desired patient was not found. After each pass, you can choose from a list of patients who fit the criteria.

multi-entity

A health care organization with more than one facility.

non-derived value

An asset value whose amount is either directly entered by a user (for example, cost) or adjusted by the system on a regular basis (for example, accumulated depreciation).

non-interfaced order

An order used only in the Order Entry (OE) or in the Provider Order Management (POM) modules. Non-interfaced orders have categories defined in the Category Dictionary with the **Process by Care Area** prompt set to **Y**.

Non-interfaced orders can be canceled and amended only in OE or POM. Such orders are not sent to any other module (PHA, LAB, or NUR, for examples).

non-standard value

An asset value you define for the reporting and statistical requirements of your health care organization.

Your health care organization can add non-standard values via the FA Value Dictionary. For example, if your organization has a specific value it tracks for assets, you can define this value in the Value Dictionary.

notification

A set of criteria used to generate messages to alert providers of significant changes in the conditions of their patients. Providers can receive notifications via e-mail, the PWM Physician Desktop, or the PWM Process Workload screen.

The following provider notifications can be defined in the MEDITECH system.

- General, system-wide notifications that define criteria for sending messages to the desktops of ordering, attending, or ER providers when a LAB test or nursing query response is recorded for any of their patients. These notifications are defined in the MIS Notifications Dictionary and attached to numeric tests in the LAB Test Dictionary or to nursing Interventions in the NUR Intervention Dictionary. For example, your organization could define a notification for all doctors whose patients have abnormal BUN levels.

- Provider-specific notifications defined for individual providers in the PWM Preferences Dictionary. These notifications send messages to the provider's desktop when a LAB test or NUR query response is recorded for any of his or her patients. For example, a provider could define a notification to send messages when a temperature above 106° F is recorded for <u>any</u> of his or her patients.

- Patient-specific notifications defined in POM by a provider to send messages to his or her desktop when a LAB test or NUR query response is recorded for a patient. For example, a provider whose patient has liver disease could define a notification to send a message when an elevated bilirubin level is recorded for that patient.

▤ Note: For information about <u>computer system</u> notifications, see the Overview of Alert Notification Options Dictionary in MIS.

nursing assessment

The initial step in the nursing process that involves obtaining a complete history and a physical examination of an individual receiving services. For example, the history includes family illnesses and risk factors. The physical examination involves visual and tactile inspection of the individual.

After these steps have been performed, a nursing diagnosis is written. A nursing diagnosis (for example, individual has diabetes and needs to learn how to manage this disease) is different from a medical diagnosis (for example, acute lobar pneumonia). The nursing diagnosis is a statement of the individual's mental and physical condition that involves action by the nursing staff.

The nursing care of an individual depends on the nursing assessment.

nursing intervention

The steps involved in the actual care of an individual (for example, teaching a diabetic to give himself an insulin injection). An intervention is a result of making an assessment, making nursing diagnoses, and planning an individual's care.

Evaluation of the immediate and long-term goals, expected and actual outcomes of the intervention determine the accuracy of the nursing diagnoses, effectiveness of the nursing plan in meeting the needs of the individual, and usefulness of the interventions.

occurrence code

A code that identifies the accident type that caused hospitalization. Occurrence codes are used on the UB92 claim.

occurrence span

The date range associated with an occurrence code.

OE site

An OE site is where tests and procedures are carried out. Each OE site must be defined in the OE Site Dictionary. Sites provide Order Entry with the flexibility of mapping a procedure charge to different revenue sites and GL corporations.

For example, a health care organization may have 2 EKG charges. Site A charges $100.00 and Site B charges $75.00. In the OE Procedure Dictionary, there is only one space for a billing procedure number. In order to accommodate the scenario above, the OE Site Dictionary allows your health care organization to map this single OE procedure to two different revenue sites.

Also, an OE site can be used to select a printer from the destination set.

OOP (out of pocket amount for patient)

The charge portion (including deductibles, copayments, and co-insurance) for which the patient is responsible. Out of pocket expenses can also refer to the payment of services not covered by or approved for reimbursement by the health plan.

option set

A group of functions or routines that are defined in the Option Set Dictionary for the module in which you are working. You can be authorized to use option sets via the Access Dictionary.

order

A request to have a specific procedure performed on a patient. An order consists of the following components:

- physician
- category
- procedure
- priority

- quantity (optional)
- service date
- and service time

.

order entry statistics

The statistics that allow ancillary department users to track the procedures performed by their departments. Accurate statistics can help manage pinpoint workload fluctuations and schedule staff more effectively.

The Order Entry module generates statistics about procedures ordered for patients in the hospital. The statistics are broken down by:

- quantity of the procedure ordered
- the dollar amount for the quantity
- the unit value for that quantity (quantity X dollar amount)

order set

A group of procedures that are commonly ordered together to streamline the ordering process. An order set can contain procedures from the same category or several different categories. For example, your health care organization can define a standard set of procedures for every patient scheduled for surgery.

order source

The method of communication used by an ordering physician to transmit an order to the user who actually entered the order (for example, **V**erbal, **T**elephone, or **F**ax). Order Sources are defined in the Order Source Dictionary).

For some order sources (for example, verbal), your system may require that the order be queued for signature and a signature line be added to the printed order.

order status

The current degree of completeness of an order or a report in the MEDITECH system. Click here for a table that describes order statuses.

order statuses (table)

Status	Description
CNC (**X**)	The order was CANCELLED.
UNV (**U**)	The order was entered by an unverified user and needs to be verified before it is transmitted.
UNV APP	The order was entered in OE and is associated with a pending appointment in SCH.
VER (**V**)	The order has not been transmitted to the interfacing module.
TRN (**S**)	The order was TRANSMITTED to the interfacing module.
LOG (**L**)	The order was LOGGED in the interfacing module (that is, the order crossed the interface). This status includes pending orders from PHA.
IPR (**I**)	The ITS order was updated to IN PROCESS status in ITS.
TKN (**T**)	The ITS order was updated to TAKEN status in ITS.
CMP (**C**)	The ITS/DPT order was COMPLETED in ITS/DPT.
RES (**R**)	The order has a RESULT associated with it.
UNV SCH	The order originated in SCH, but is incomplete in OE.
CMP	The order was COMPLETED.
CMP?	A user in the care area has requested that the order be completed in the interfacing module.
TRN CNC?	The order was PRINTED in the receiving department, but a user in the care area has requested a cancellation.
LOG CNC?	The order was LOGGED in the receiving department, but a user in the care area has requested a cancellation.
IPR CNC?	The order is IN PROCESS in the receiving department, but a user in the care area has requested a cancellation.

outcome

The goal of patient care intervention.

outpatient

A patient who visits your health care organization for treatment, but does not incur automatic room and bed charges. Outpatients undergo registration rather than admission.

output

Processed data that prints either to paper or to a screen.

output format

A printed order. The printing format determines the content and appearance of the printed order form. The MEDITECH system is delivered with over 30 standard output formats

📖 See Also: Table of OE Standard Output Formats

override comment

A pre-defined comment that may be required by the PHA Customer-Defined Parameters whenever a medication order fails a check in Pharmacy for an allergy, duplicate order, drug interaction, adverse drug reaction, food interaction, or disease contraindication. Override comments may also be required for clinical indications. Valid override comments are defined in the PHA Override Comment Dictionary.

The OE System Parameters specify which interaction checks are carried out when an order is entered in OE, POM, or via the Web order page.

If an override comment is required, you must enter a comment before you can file the order in OE. Such override comments appear on the Interactions Overridden Report in the Pharmacy Module.

overtype mode

A text entry mode in which each character you type overwrites any character that already exists at the cursor position.

Many text editors let you choose between overtype mode and insert mode.

page

One screen of data. Because you cannot scroll vertically in EMR, you view data on pages by clicking on the Prev Page and Next Page buttons.

panel

An EMR screen that displays visit data transferred to EMR from a source module (for example, MEDITECH's Laboratory Module). Panels display a range of information for selected visits that includes:

- demographic and status data

- history data

- orders

- medications

- laboratory and other reports

- care trends and activity

Note: MEDITECH assigns panels to EMR Views. In the MIS FS Parameters, your MEDITECH Applications Specialist defines which Views appear in EMR. Then when you access a panel that has Views, the default View automatically appears. You can select which View you want to access by clicking on an active View Selection button.

parameter

A value that customizes a MEDITECH module to meet your health care organization's unique needs. For example, the **Start Midnight Run After** parameter determines when a module starts the Midnight Run to update and maintain the module's database.

The two basic types of parameters are:

- system parameters, which can be edited only by MEDITECH Applications Specialists (an Enter/Edit Parameter routine is a part of each module's Toolbox).

- customer-defined parameters, available in some modules, which customers can change themselves without harming the integrity of their systems.

Note: Most modules contain View and List routines that allow you to examine your current system parameters for troubleshooting purposes.

password

A code you enter to gain access to MEDITECH modules.

Patient Instructions Content (PIC)

A MEDITECH product that provides health care organizations with standard patient discharge instructions. Organizations that license PIC can print the instructions via the Emergency Department Management Module (EDM) and any other module that can access the PIC product.

patient status

A status that indicates a patient's stage in the admission process. Patient statuses for each patient type include the following.

Patient Type	Admission Status			
	Scheduled	Pre-Admitted or Pre-Registered	Admitted	Discharged or Departed
Inpatient (IN)	SCH IN	PRE IN	ADM IN	DIS IN
Observation (INo)	SCH INo	PRE INo	ADM INo	DIS INo
Clinical (CLI)	SCH CLI	PRE CLI	REG CLI	DEP CLI
Emergency Room (ER)	no status	PRE ER	REG ER	DEP ER
Provider Office Visit (POV)	SCH POV	PRE POV	REG POV	DEP POV
Provider Practice Record	SCH PPR	PRE PPR	REG PPR	DIS PPR
Recurring (RCR)	SCH RCR	PRE RCR	REG RCR	DIS RCR
Referred (REF)	SCH REF	PRE REF	REG REF	DEP REF
Surgical Day Care (SDC)	SCH SDC	PRE SDC	REG SDC	DEP SDC

patient type

A classification given to a patient upon admission. Patients can be classified into one of the following groups.

Type	Description
IN	An <u>inpatient</u> who is admitted (for at least an overnight stay) and assigned a bed and room.

Type	Description
Ino	An <u>observation outpatient</u> who is assigned a room and bed, without incurring automatic room and bed charges. The observation patient is billed as an outpatient, treated as an inpatient in real time reports, and treated as an outpatient in statistical reports.
CLI	A <u>clinical outpatient</u> who registers for an isolated appointment (not a series) such as examinations, treatments, or consultations.
ER	An <u>outpatient</u> who receives treatment at your Emergency Room. Depending on their illnesses or injuries, patients may be admitted as inpatients, or treated as outpatients and discharged.
POV	An <u>outpatient</u> who goes to a provider's office for an examination, consultation, or treatment. The POV accounts are created in the Physician Practice Management Module.
PPR	An <u>outpatient</u> account within a particular provider's practice. These accounts are re-used for each patient encounter at the provider's practice. An encounter is a patient visit or part of a patient visit to a provider's practice.
RCR	An <u>outpatient</u> who goes for a regularly scheduled series of clinical appointments (for example, a chemotherapy patient).
REF	An <u>outpatient</u> who has been referred from another organization for consultation or further treatment.
SDC	An <u>outpatient</u> who undergoes a minor operation at a surgical daycare center. SDC patients are not normally admitted for an overnight stay unless complications arise.

PCP (primary care physician)

The physician who acts as the primary gatekeeper in health plans. That is, the PCP must create referrals for specialists. Particularly in HMOs and some PPOs, all plan members must choose or are assigned a PCP.

percentage

The amount of the image you want to view. The acceptable range is between 10 and 60%, where 10 is the minimum and 60 is the maximum percentage.

period

See GL period.

period end vector

A "snapshot" or list of all account data at the time the Period End program checks the account.

permanent location

An inpatient's location in the health care organization as defined in the Admissions Module

PHA standard procedure

A MEDITECH-defined procedure from a category specified in the OE parameters as the OE category associated with the Pharmacy and Provider Order Management interface:

- **<MED>** Medication

- **<COMP>** Compound

- **<IV>** Intravenous Fluids

- **<ALT IV>** Alternating Intravenous Fluids

The PHA standard procedures are used by the Provider Order Management Module (POM).

PIN (personal identification number)

A security code used to authenticate

- users logging onto the MEDITECH system

- providers using the electronic signature feature

A PIN can also be assigned to a provider by an insurance company for insurance verification.

plan information

Information used to identify a patient's insurance plan and the critical information that it contains. The following fields are considered plan information fields in MEDITECH's ARM Module.

- Policy Number
- Care Group
- PCP
- Status
- Relationship to Patient
- Coverage #

- Group Name
- Group Number
- Effective Date
- Expiration Date
- Verified Date

plan of care

A group of problems (or diagnoses), outcomes (or goals), interventions, and orders assigned to a patient.

The two types of plans of care are critical path and care plan.

plan of care

All patient care diagnoses, goals, interventions, and orders associated with a patient.

PMPM (per member per month)

Under a capitation arrangement, the amount paid per member per month. The contracted amount can vary depending on the member's age and sex.

Examples of PMPM payments:

- Amount an insurance carrier pays per member per month to a managed care office
- Amount a managed care office pays to a provider regardless of the actual number or nature of services delivered

POS (point of service) plan

A set of health insurance benefits that allows subscribers to select between different delivery systems (that is, HMO, PPO and fee-for-service) when in need of health care services and at the time of accessing the services, rather than making the selection at the time of open enrollment at place of employment.

In general, patients who go outside the network of approved providers for services may pay more out of pocket expenses.

PPO (preferred provider organization)

An organization of health care organizations and physicians that agrees to render particular services to a group of people, perhaps under contract with a private insurer. The services may be furnished at discounted rates and the insured population may incur out-of-pocket

expenses for covered services received outside the PPO if the outside charge exceeds the PPO payment rate.

A PPO can be a separate legal entity or it may be a function of an already formed health plan, HMO, or PHO. The entity may have a health benefit plan that is also referred to as a PPO. PPOs are a common method of managing care while still paying for services through an indemnity plan.

Most PPO plans are point of service plans, in that they pay a higher percentage for care provided by providers in the network.

PPR patient type

A patient for whom a Provider Practice Record account number has been assigned. A patient receives one PPR account number for each facility visited. All appointments booked at a practice are booked under the same PPR account number.

practice

An organized group of health care providers who usually work together in the same location. Also referred to as a care group.

precertification number

A temporary authorization number used by some insurance carriers to identify an auth/referral before the auth/referral is approved. Also called intermediate number by some organizations.

If no authorization number is available for an auth/referral, the system uses the precertification (or intermediary) number as the auth/referral's authorization number.

If a temporary authorization number prefix is defined in your ARM parameters (for example, PRECRT or INTERM), that prefix appears in front of the precertification number on auth/referral Lookups and in the **Authorization Number** field on the Process Auth/Referral and Process Auth/Referral by Patient screens.

premium

The amount paid or payable (often in installments) for an insurance policy.

primary plan

The insurance plan that is billed first when a patient is insured by two or more plans. In a coordination of benefits situation, the primary plan pays the full benefits provided by its plan before any benefits are paid by another medical expense plan.

primary sort

Also known as "major sort" and "sort 1", the initial sort criterion by which the system arranges data on a report.

For example, in the Payroll/Personnel module, you can create an employee report with a primary sort criterion of "payroll". Assume your health care organization uses three payrolls: Payroll A, Payroll B, and Payroll C. The report lists employees in Payroll A first, followed by Payroll B and Payroll C.

Note: Most reports allow you to specify a secondary sort as well.

print destination window

The window that appears when you initiate printing.

print manager window

The window on which you define your printing preferences.

If you press ![icon] from the Print Destination window, you can define the printer and number of copies to print.

If you press ![icon] from the Preview screen, you can also define the range of pages to print.

preview screen

When you press the ![icon] from the Print Destination window, the Preview screen appears.

print queue

A temporary location in which new Order Entry Module (OE) order forms (output formats) labels, and requisitions are placed in a sequence for printing at their designated destinations .

print server

A PC that controls one or more printers for your network configuration. The printer server can be any PC on the network.

When you print a file from your PC, the operating system on your PC sends the file to the print server. The print server then puts this file on a queue associated with a printer, and the printer prints the files on that queue.

Print Window

When you click on the toolbar or select File/Print on the verb strip, the print window appears.
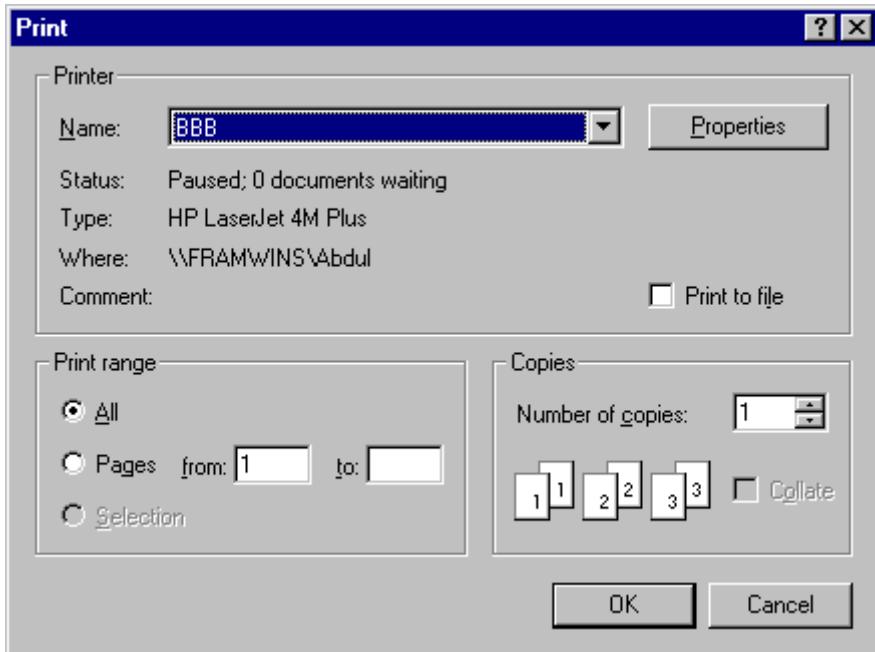
Printer Properties

When you click Properties in the Print Window the printer properties window appears.

priority

The level of urgency associated with a procedure's transmission to an ancillary department. You define a procedure's priority in the Procedure Dictionary. The three levels of priority, ranging in order from most urgent to least, appear below.

STAT	The most urgent type, these always transmit immediately to the appropriate departments, prior to Urgent and Routine Orders
Urgent	Take precedence over Routine orders
Routine	Placed in the queue for transmission after STAT and Urgent orders.

problem number

A sequential system-generated number used for referring to a problem order. Problem orders also have Web numbers as well as problem numbers.

Problem number ranges are used in printing the Problems List..

problem order

An order placed from a provider's Web page that cannot be filed into OE. For example, OE may not be able to file a procedure for patients without medical or admissions records, or for whom drug interactions are defined in the PHA Module. Missing required information is also a source of problem orders (for example, query responses, quantity).

Web orders with order comments attached are also included in the list of problems even if nothing is wrong with them.

procedure

A test, treatment, or intervention within a category performed on a patient. For example, an EKG is a procedure within the Cardiology category.

Process Orders Background Job

A background job that reads and evaluates the Process Queue. Orders are put on the Process Queue when they are entered. The Process Orders Background Job

- queues any forms that should be printed
- queues orders to cross interfaces from OE to another module
- changes order from a status of VERIFIED to a status of TRANSMITTED
- assigns order numbers
- creates charges when orders are set to bill upon transmittal
- updates statistics with information from incoming orders
- queues orders to go to the Material Management Module (MM)

process queue

A temporary memory location in which new Order Entry Module (OE) orders await assignment of an order number. The system also generates billing and statistics information for the new orders before they advance to the print queue.

Note: This queue is processed by service date. If a category is defined with the **Hold Future Orders?** prompt set to **Y**, orders in the category are put on the queue by service date and not actually processed until midnight of the future date.

process routine

A routine that organizes other routines and menus to streamline the various tasks you perform on a single item (for example, a purchase order).

Process routines are distinguished by a row of buttons across the top of the screen. Each button takes you to a single routine or a menu of associated routines. These powerful screens allow you to perform a variety of functions on the same item (or group of items) without having to leave the screen.

process screen level

A level assigned to a group of users who perform similar tasks. Each screen level defines the ability to view, inquire, and print information.

product

A type of insurance plan. The following table explains available insurance product types.

Product	Description
HMO	Health Maintenance Organization. A managed health plan that arranges for care for a fixed prepaid payment.
PPO	Preferred Provider Organization. A managed health plan that uses a provider network.
POS	Point Of Service plan. A policy that allows members to decide at the time of service whether to go out-of-plan for service.
OTH	Any other insurance product offered by health care organizations.

prompt

A screen element that asks a user for a response.

For example, at the **Patient** prompt, the appropriate response is the patient's name.

📓 Note: At some prompts, responses are optional.

property number

A number assigned by your health care facility to identify an asset within a location.

proration

Specifies how the annual calculation of depreciation is made when the asset is placed in service.

You have the following choices:

- Month in FY

- Us Fed Half YR.

provider

A user who provides patient care or treatment as defined by the following:

Provider Description	Defined in the
Physicians, nurses, and ancillary personnel, such as physical therapists	MIS Provider Dictionary
Non-physicians, such as nurses, who use the PCS Module	NUR Care Provider Dictionary

You can also enter free text requested and requesting provider names on referrals. Free text provider names appear on

- compiled referral reports, both detail and summary format

- the standard auth/referral form

- the List Edit History and List Service Edit History reports

Care providers can perform the nursing interventions defined for them according to their care provider type. Care providers can also perform other functions within the PCS Module.

You can define a user as a provider in the MIS Provider Dictionary, as a care provider in the NUR Care Provider Dictionary, or as both a provider and a care provider.

📋 Note: In the MIS User Dictionary, the This User is Provider? prompt allows the provider to use the electronic signature feature and to view Inpatient and Outpatient visits via the Internet Gateway. The prompt does not allow you to define the user as a provider.

provider group

In MIS, a set of providers in a group practice or association (for example, a group of surgeons who form a corporation) defined via the MIS Provider Group Dictionary. MIS provider groups can be used to control access to patient data, sort the ADM Provider Census

Report, or share lists in the Patient Care Inquiry (PCI) Module. A provider can belong to only one MIS provider group.

In LAB, a set of providers defined via the LIS Provider Group Dictionary. LAB provider groups can be used as selection criteria to determine which providers receive patient reports and which specimens appear on management and patient reports.

Individual providers can belong to more than one LAB provider group. You can assign a report to more than one LAB provider group.

provider notification date

The date on which a provider is notified that a renewable order needs to be renewed. This is usually set up to be one or more days before the order is actually automatically renewed.

provider type

Most health care organizations employ different types of providers. The MIS Provider Type Dictionary allows your organization to categorize its providers. Typical provider types include:

- resident
- physical therapist
- registered nurse
- physician assistant
- staff physician
- consulting physician

purchase order

A request sent by your health care organization to a vendor for the purchase of an asset.

purchasing facility

A division or section of your health care organization that controls access to specific purchasing, requisition, invoice, and asset information.

For example, if your organization consists of four corporations (01, 02, 03, and 04), you could have one purchasing facility assigned to corporations 01 and 02, a second purchasing facility assigned to corporation 03, and a third purchasing facility assigned to corporation 04.

purge

To systematically eliminate old or unneeded information from a live disk to create space for new data. The information is usually archived before it is purged.

query

A user-defined prompt created to capture information unique to a specific health care organization. Queries capture information that standard MEDITECH prompts do not.

Queries are defined in the MIS Query Dictionary and are assigned to Customer-Defined screen.

queue

A central location in which orders are placed in a sequence for printing and transmission. The MEDITECH Information System includes several queues, including the Print Queue, the Delay Queue, and the Interface Queue.

record

A completed form. A record consists of the following:

- the name of the record
- field values (responses to questions)

MEDITECH applications contain thousands of records.

referral

A request made by a provider for authorization of specific care services performed by another provider. In the Authorization and Referral Management Module, referrals are called auth/referrals.

Health plans may require that designated primary care providers initiate a referral for coverage of specialty services. The insurance provider or managed care office must approve the referral before the specialist's services are covered.

referral check

A check that the system performs during auth/referral entry. You create auth/referral checks in the ARM Auth/Referral Check Dictionary.

When a user enters an auth/referral for a practice that is associated with an auth/referral check, the system issues a warning if the information on the auth/referral meets any of the conditions defined for the auth/referral check.

referral identification number

The number that the system uses to track an auth/referral. This number appears as the auth/referral's Authorization number in Lookups and as the auth/referral's authorization number on the Process Referral and Process Referral by Patient screens.

The ARM Module uses three types of identification numbers for auth/referrals. These are, in order of priority (highest to lowest):

Authorization number

Precertification or intermediary number

Tracking number

The system uses the highest priority number available for each auth/referral as that auth/referral's authorization number.

referral services

The coding methods, service codes, and quantities assigned to an auth/referral.

referral status

An auth/referral can have any of the following referral statuses:

Status	Description
APPROVED	The patient's insurance carrier authorized coverage in accordance with the terms of the referral.
CANCELLED	The referral was withdrawn.
CLOSED	All authorized services on the referral were provided.
DENIED	Coverage was refused under the patient's insurance plan.
EXPIRED	The referral's expiration date (if any) has passed or before care (any or all) was provided.
PENDING	The patient's insurance carrier is reviewing the referral.

You can also create alternate statuses and map them to one of the above statuses via the ARM Alternate Referral Status Dictionary.

referral type

A classification system that you set up to group similar procedures for use on referrals. Referral types classify referrals according to the usual types of procedures or services included on an auth/referral (for example, office visit, physical therapy, or surgery).

You also use referral type to designate whether an auth/referral is an inpatient or outpatient type. You can assign services or groups of services to a referral type so that auth/referrals containing these services contain similar information (for example, limits on units, or expiration dates).

Referral types are defined in the MIS Referral Type Dictionary. Referrals need to be reviewed immediately

Registration Category (Canada)

A classification that Canadian health care organizations use during the admissions process to assign patient account numbers according to patient status and institution. Patients are assigned to registration categories via the Admissions Module (ADM). Patient registration categories are defined in the MIS Registration Category Dictionary.

renewable order

An order placed for a procedure with a predetermined renewal period defined in the OE Procedure Dictionary at the **Renewable Order Period** prompt. If you enter **5** at this prompt, the order is automatically regenerated every five days.

required field

A prompt that requires a response before you can proceed to the next prompt or screen.

requisition

An order for supplies, maintenance work, or other requirement <u>not directly</u> associated with patient care.

Requisitions typically are ordered for a location rather than for a patient. The Process Requisitions Routine allows you to manage the requisitions for a location.

resolved problem order

A problem order that is marked (via the Resolve/Unresolve function in the IG Process Problems Routine) to show that was corrected by OE users at your health care organization. When a problem is marked as resolved, it no longer appears on the ordering provider's list of problems or on the patient's Recent and Active Orders Web page.

resource

Personnel, equipment, room, or a site in your health care organization that has a schedule and controlled availability.

restorable order

Orders that can be saved for a limited time period after an inpatient or recurring outpatient is discharged. If the patient is readmitted within the defined time period and users attempt to enter new orders, they can restore and edit the orders. The system saves the orders with the visit information filed under the patient's unit number in the Medical Records Module.

resume

To restart the application after it has been suspended. The application restarts at the point that it was suspended. The screen and application resume as if the suspension had not interrupted the application's operation.

retired date

The date an ACTIVE asset is retired. For INITIAL assets, this is the date proposed to retire the asset.

revenue expenditure

Expenses for items that benefit only the current accounting period.

revenue site

An accounting entity to which one or more clinical sites can be mapped.

You can define revenue sites in the MIS Revenue Site Dictionary.

In its Site Dictionary, each clinical site is associated with a revenue site. Each combination of test/procedure and revenue site may be associated in Billing/Accounts Receivable (B/AR) with a different charge.

The use of revenue sites allows distinctions in revenue reporting that are not possible by the use of GL corporation alone.

review time

The length of time in days which a diet can remain in effect before being reviewed by the patient's physician. The review time is customer-defined and can be different for each diet.

ring

A distinct set of source and object code.

A universe can have multiple rings (for example, the TEST and LIVE rings) which are defined in the UNV Ring Dictionary. When defining a ring, consultants specify the servers on which the various parts of the code are placed.

A ring needs one of each type of server drive (Programs, VMagic Data, Other Data, and Shared Files).

route

The method of medication administration (IV, PO, IM).

routine

A series of related prompts on one or more screens. Routines typically allow users to collect data, process data, or generate output such as reports or forms.

rule

One or more lines of code that are interpreted during a routine. Rules may be created by MEDITECH consultants or users to handle specific requirements of a health care organization.

You can define rules to do many things. For example, you can define rules to

- restrict orders to a certain age range or gender
- query the user further about patient information entered
- send weekend reports to a specific printer
- flash a warning message
- ask a question
- prevent a user from proceeding

salvage

A non-derived value defined by your health care organization. Salvage value is equal to the amount the asset is worth at the end of its useful life.

schedule

A set of criteria that determines when the system creates a depreciation transaction for an asset value. Typically, a schedule creates a transaction for each GL period.

schedule projections

The depreciation expenses for an asset for a future fiscal year.

scheduled transactions

Transactions that reduce the value of an asset on a regularly scheduled basis using a predetermined formula.

For example, accumulated depreciations are regularly changed by scheduled transactions.

search criteria

Criteria you enter that determine which records appear in a report.

Note: Selection criteria and search criteria are synonymous.

secondary sort

Also known as "minor sort" and "sort 2", the sort criterion by which the system arranges data on a report within the primary sort.

For example, in the Payroll/Personnel module, you can create an employee report with a primary sort criterion of "payroll" and a secondary sort of "department". Assume you have three payrolls (Payroll A, Payroll B, and Payroll C) and twenty departments (Dept 1, Dept 2, Dept 3, etc). The report lists employees in Payroll A first, followed by Payroll B and Payroll C. Within each payroll, the report lists employees by their department.

Thus, the report lists employees in Payroll A, Dept 1 at the beginning of the report and lists employees in Payroll C, Dept 20 at the end.

selection criteria

See search criteria.

selection file

A list of patient, referral, provider, or other information that the system selects according to selection criteria you enter.

You enter these criteria in the Selection Dictionary or via the Compile Reports Routine. The system compiles the information into a file when you run the Compile Reports Routine. You can then print a customer-defined report containing this information via the appropriate compiled report Print routine.

selection screen

A screen used to choose items (for example, specimens, units, or donors), based on a set of search criteria.

series order

A procedure that is scheduled to be repeated several times on a predefined schedule. A series order consists of the following components:

- predefined start date and time
- predefined stop date and time
- directions for completing the order

service code

A procedure to which codes have been assigned by a third party or intermediary. The standardized scheme for the code is the coding method.

For example, in the Revenue Code coding method, LAB procedures are usually assigned service codes in the 300 range, such as

314	LAB – Biopsy
371	Anesthesia – Incident to Radiology
382	Blood – Whole Blood

service date

The date on which the order is processed.

service date

The date on which a service was performed.

service group

A group of related services used in the MIS Insurance Benefit Dictionary to define levels of services available to plan members, (for example, allergy and cardiology).

You can group several coding methods under one service group. For each coding method (defined in the MIS Coding Method Dictionary), you can

- associate a range of service codes that are defined in the MIS Service Code Dictionary)

- give the range a description that appears in Lookups and on reports

service period

A time period during which services are available to individual plan members or groups of members.

session

A period during which a user interacts with an application or program. A session begins with the user signing onto or launching an application or program and ends with the user closing it.

set of billing requirements

A group of one or more billing procedures with specific medical necessity data (diagnoses and modifiers) defined for each.

When evaluating a patient for medical necessity, the system checks the set of billing requirements for the patient to determine whether a billing procedure is medically necessary for a patient's diagnosis (ICD9 codes).

signa (SIG)

The medication prescription label indicating the frequency of administration, for example, q4h prn.

site

A work area within a LAB, OE, PHA, PCS, or ITS department. Sites are generally defined within each clinical application. For example, there can be multiple sites within a LAB department to identity the various locations at which lab testing is performed. Sites are used to

- Route requisitions to different locations.

- Breakdown reports and revenue by site within one department.

- Restrict procedures by site.

- Specialize billing based on the site performing a procedure (revenue site).

sort criteria

Values you enter that determine the arrangement of items in a report or on a Process screen worklist.

Primary sort

The initial sort criterion by which the system arranges data on a report or Process screen worklist.

For example, in the Payroll/Personnel module, you can create an employee report with a primary sort criterion of "payroll". Assume you have two payrolls: Payroll A and Payroll B. The report lists employees in Payroll A first, followed by Payroll B.

📓 Note: Most reports and Process screen worklists allow you to specify a secondary sort as well.

Secondary sort

The sort criterion by which the system arranges data on a report or Process screen within the primary sort.

For example, in the Payroll/Personnel module, you can create an employee report with a primary sort criterion of "payroll" and a secondary sort of "department".

Assume you have two payrolls (Payroll A and Payroll B) and twenty departments (Dept 1, Dept 2, Dept 3, etc). The report lists employees in Payroll A first, followed by Payroll B. Within each payroll, the report lists employees by their department.

Thus, the report lists employees in Payroll A, Dept 1 at the beginning of the report and lists employees in Payroll B, Dept 20 at the end.

sort criteria

Criteria you enter that determine the arrangement of records in a report.

sort level

The type of report you are compiling (restricted by the last sort field you enter). The sort level indicates the collection of records you are sorting on the report (patient or referral). ARM uses the following sort levels.

Sort Level	Available if you select these sort fields
PATIENT	Patient fields only
AUTH/REF	Referral fields and patient fields

A PATIENT sort level is the most limited level. If you select PATIENT, the system assumes you are sorting patient records. You can sort the report by patient fields only (because the system cannot determine which referrals are associated with the patients you selected).

If you select an AUTH/REF sort level, the system assumes you are sorting a collection of referrals. You can sort the report by referral and patient fields (because each referral contains patient and referral information).

Soundex

A method of respelling a name by its alphabetic (Standard) or numeric (Russell) equivalents for easier identification during the MPI Search. Soundex allows you to identify a patient without knowing the exact spelling of the patient's name.

source module

A module from which EMR data originates. The source may be MEDITECH or another vendor's interface. For example, Pharmacy is a source module that sends medication orders to EMR.

specialist/specialty provider

A provider of services that are beyond the capabilities or resources of a patient's primary care provider. A specialist normally provides services at the request of a primary care provider or another specialty care provider.

Provider specialties are defined in the MIS Provider Dictionary.

specific user

A user who is specifically defined as a user in an ARM Access Dictionary entry (by being entered at the **Users** prompt on the main Enter/Edit Access screen).

standard method

One of three ways of calculating depreciation.

There are five different processes for calculating the standard method. Your health care organization chooses one in the FA parameters. The most common choice is straight line.

- Straight Line
- Sum of the Year's Digits
- Double Declining Balance
- Declining Balance 150%
- Declining Balance 125%

standard value

An asset value provided with the Fixed Assets Module.

There are five standard values.

- Cost
- Accumulated Depreciation (ACC DEPR)
- Book (Cost - Accumulated Depreciation)
- Salvage
- Cost - Salvage

status

An asset's internal code that explains the condition of an asset. The statuses are listed and described below.

Status	Description
INIT-PR	A new asset being evaluated for possible purchase.
INITIAL	A new asset that has incomplete information or has not yet had transactions scheduled.
ACTIVE	An asset that has transactions scheduled to change its values.
RETIRED	An asset that has been fully depreciated or has reached the end of its useful life.

status date

The date the asset received its current status.

stock order

A request for stock items, supplies, or materials for a department, or care area. Requisitions typically are ordered for a location rather than for a patient. However, on some occasions a stock requisition can be entered for patient use (on patient's behalf).

stock requistions

A hardcopy form that is printed after a user enters a stock order for stock items, supplies, or materials.

straight line method

One of five standard methods of calculating depreciation. This method allocates an equal share of the asset's cost to each period the asset is in use.

subscriber

An insurance plan member entitled to receive coverage either because the member pays the premiums on an insurance policy or some organization (such as an employer) pays the premiums on the member's behalf.

Sum of the Year's Digits

One of the five standard methods of calculating depreciation. This method is an accelerated depreciation method where a large portion of the asset's cost is written off at the beginning of its useful life.

supplemental text

Text linked to an intervention that can be used to continue the intervention's description, or that can be used as pertinent information that a caregiver must know when performing an intervention.

suspend

To temporarily stop the operation of a software application. When the suspended application restarts, the screen and application resume at the point of suspension.

In EMR for example, when you click **Suspend** in the menu frame the system minimizes the EMR screen and the account information is replaced by a password prompt. After re-entering your password, the EMR session resumes.

The system also suspends EMR when viewing some reports. When you exit the report viewer, the EMR session resumes.

system message

Text that appears on your screen, usually in response to an entry. A system message gives instructions about how to complete a prompt, or explains why an entry is inappropriate. To clear the message from the screen, press <Enter>.

tab

An area in the top section of some screens that resembles the tab of a manila file folder. Tabs appear when a routine is too big to fit on one screen. You use tabs to move between screens in a routine.

To select a screen, do one of the following.

- click on a tab

- hold down <Alt> and press the hot key on the tab

📓 Note: Before you can select a new screen, you must answer all required fields in your current screen.

table

One of the three ways of calculating depreciation. You use the table method as an alternative to the standard and direct entry methods.

For example, you can define a table to change a value's amount by varying percentages for each year the asset is active.

temporary location

The location for a patient temporarily removed from his or her permanent locations. For example, if a patient's location appears as **t 1E** in the Enter Orders Routine, **t 1E** is defined as the patient's temporary location in the Order Entry Module, not in the Admissions Module. While a patient is assigned to a temporary location (such as the operating room), the system sends all messages for the patient to the temporary location.

Test system

A system that MEDITECH sets up for customers to use for

- training users

- testing software updates

timeline

A timetable of events for a critical-path plan of care. Based on the diagnoses, the timeline lists what interventions are performed and the expected outcomes.

For critical paths based on days, the timeline defines the length of the stay and the target dates and times relative to the individual's stay.

For paths based on levels of care, the timeline defines the number of levels and duration of each level.

toolbox

A set of utility routines that have a fundamental impact on a module. Only MEDITECH consultants have access to the toolbox.

The toolbox includes the parameters, dictionaries, routines, and reports that help MEDITECH staff install and maintain a module.

tracking number

An internal number that the system assigns to an auth/referral when the referral is entered into the system.

If no authorization number or precertification/intermediary number is available for an auth/referral, the system uses the tracking number to identify the referral on referral Lookups and in the **Authorization Number** field on the Process Referral and Process Referral by Patient screens.

training printer

The device to which all reports and requisitions print during staff training.

transaction type

The transactions noted in the ITS Transaction Log or LAB Transaction Log reports indicate whether the transaction

- incurred an error (E)

- was transmitted successfully (F)

An example of an error is when a procedure does not exist in the Order Entry Module (OE), and the Imaging & Therapeutic Services Module (ITS) attempts to transmit this procedure.

transaction type

A standardized group of significant edits that your organization can monitor. For example, you might want to monitor the edits that were made to the PCPs on a group of referrals during a particular period of time.

Transaction types (supplied by MEDITECH) are defined in the ARM toolbox and associated with patient or referral fields on your screen.

type ahead Lookup

A system search for items based on the characters that you type in the Lookup field. As you type each character, the system recompiles the results and displays matching entries.

unauthorized services

Services that are not ordinarily part of a patient's benefit plan, but which the insurance carrier or Managed Care office may cover under special conditions (for example, some emergency services).

unit number (medical record number)

An identification number used by the Medical Records (MRI) module to differentiate patient records. A unit number extends across multiple patient visits and serves as a permanent identifier for the patient's record. You can usually identify patients at Patient prompts by entering their unit numbers.

unit number (medical record number)

An identification number used by the Medical Records (MRI) module to differentiate patient records. A unit number extends across multiple patient visits and serves as a permanent identifier for the patient's record. You can usually identify patients at **Patient** prompts by entering their unit numbers.

unit price

The dollar amount your health care organization typically associates with a specific procedure. You can associate separate unit prices for the hospital component and professional component of the charge. The hospital component covers such items as equipment and recovery room usage. The professional component covers the clinician's fee for performing and interpreting the results of a procedure.

unit value

A measure of the relative workload needed to complete a procedure. This is a value used to generate statistics that enable hospital personnel to create various reports. The values can be a positive number with up to 6 digits, and a maximum of 1 decimal place.

universe

The network architecture used by one or more HCISs. The architecture includes the hardware and software that make up the HCISs as well as the users who maintain and use the HCISs. In addition, the Universe module allows you to view and list internal dictionaries, view database analysis, and manage backups.

During system setup, MEDITECH assigns a unique mnemonic (for example, MMH) to each universe. A universe contains servers, server disk drives, rings, HCISs, users, clients, and printers.

📓 Note: Multiple parallel universes can exist on a single physical network.

US Fed Half YR

An option for the proration of depreciation. Half of the annual amount of depreciation is used in the first year an asset is in service, regardless of the time within that year the asset was placed in service.

The remaining half is used at the end of the asset's useful life (that is, if you hold the asset for the entire length of its scheduled life).

user

An employee authorized to access a MEDITECH module. System administrators assign passwords to users and grant users access to the modules, routines, and menus they need to perform their jobs.

user group

Any cluster of personnel in your health care organization who have been authorized to use specific Order Entry functions and routines. Since you define user groups and their capabilities in the Order Entry Access Dictionary, they are sometimes called access groups.

value

A dollar amount (standard values or non-standard values) associated with each asset. Standard values are defined by the Fixed Asset Module and non-stantdard values are defined by your health care organization.

vendor

A company that sells goods to your health care organization.

Verified status (VER)

A status assigned to an order that has been verified but has not yet been transmitted.

View

An EMR set of panels that is organized differently from the standard set of panels. These Views display data on different panels from the standard View. But, all the data that EMR displays in the standard View is displayed on the different panels associated with another View. In the MIS FS Parameters, your MEDITECH Applications Specialist defines which Views appear in EMR. These can include any or all of the following Views:

- Medical/Surgical
- Behavioral
- Long Term
- Rehabilitation

The View Selection buttons appear at the top of the certain panels (for example, Other Reports and Care Trends). One View is selected as the default View, which EMR automatically displays when you access the affected panel.

The View you select determines which panels you can access. For example, the Surgery Panel Selection button is available for the Long Term Care View on the Long Term Other Reports panel. However for the Rehabilitation View, the Surgery Panel Selection button does not appear on the Rehab Other Reports panel.

VIP status

A status for an individual who requires extra attention, such as a celebrity or an individual with a disability.

Web ID number (patient)

A patient identification number used in tracking Web orders and problems and in printing the Web Orders List and Problems List.

If your organization uses the EMR module, this is the same as the patient's EMR number. If not; the Web ID number is formed from the patient's internal MRI number plus a code identifying the patient's HCIS.

MRI numbers are limited to a single HCIS, but EMR and Web ID numbers can span several HCISs. This ability to span several HCISS is essential for multi-facility organizations.

Web number

A sequential system-generated number used for referring to a Web order.

Web number ranges are used in printing the IG Problems List and the IG Web Orders List.

Web OE Background Job

A background job that runs constantly, processing orders from the Web and transferring them to OE. You can have multiple OE Background Jobs depending on your Customer-Defined Parameters **(# of Web Filer BJs** parameter).

Web order group

A group of Web procedures that can be assigned to one or more providers to use in ordering from the Web via the Internet Gateway.

The Web procedures in the group appear on the provider's Web Ordering page and providers can order individual procedures by simply clicking to check them off.

Web procedure

A combination of an OE category and an OE procedure and associated necessary ordering information.

Providers can order Web procedures via the Internet Gateway by checking off the procedures that they want to order.

Web request (Change Information Request Form)

The electronic form in the Internet Gateway that Web users use to enter and submit requests for demographic changes.

Web request status

The following statuses that the system assigns to Web requests.

Web Request Status	Definition
SUBMITTED	The most recently submitted Web request that is not yet processed.

Web Request Status	Definition
REJECTED	A Web request that preceded the most recently submitted form
CANCELLED	A Web request that is manually deleted from the system.
IN PROCESS	A Web request that is currently updating the patient record
PROCESSED	A Web request that completely updated the patient record.

Web users

Users who have access to the Internet Gateway .

Web users are defined In the MIS Web User Dictionary.

worklist

An ordered list that appears on a Process screen. Worklists allow users to see instantly which

- patients need to be processed
- reminders need to be acted upon

year end

An asset schedule frequency that creates one scheduled transaction for the asset at the end of the final month of the fiscal year as defined in the MIS Accounting Periods Dictionary .

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